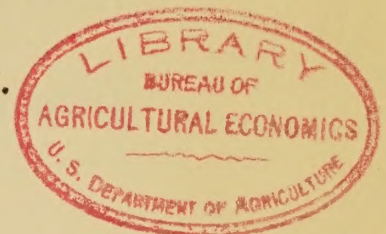


UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

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JUL 27 1937

Instructions Relative to Determining Performance
Under the Provisions of the 1937 Agricultural
Conservation Program in the North Central Region.



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THE HISTORY OF THE
CITY OF BOSTON
FROM 1630 TO 1880

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM - NORTH CENTRAL DIVISION

PART I. GENERAL INFORMATION AND ADMINISTRATIVE ORGANIZATION.

The extent of performance under the provisions of the 1937 Agricultural Conservation Program in the North Central Region will be determined by the North Central Division and State and county committees according to the procedure set forth herein. Instructions pertaining to performance work will be contained in different parts of NCR-111 issued for use by State and county committees, farm reporters, and community committeemen.

Representatives of the North Central Division will confer with State committees regarding the organization and supervision of performance work and the procedure to be followed in the States.

Each State committee will be responsible for the determination of performance in the State and will provide for adequate assistance to county committees through district representatives.

Each county committee will be responsible for the determination of performance on farms and farming units in the county or regarded as located in the county. The county committee will direct the work of the supervisor of performance, farm reporters, community committeemen, and clerical assistants employed to carry out the procedure outlined in the performance instructions.

The farms on which performance is to be checked will be ascertained through the use of Requests for Inspection (Form NCR-112). Farm reporters will begin field work early in July. They will use 1936 measurements wherever possible, make additional measurements needed to determine 1937 acreages, record the use of the land on or about July 1, and record other information on a Farm Report (Form NCR-113). In counties in which aerial surveys are made, no

field measurements will be made until fall but farm reporters will visit farms in such counties in July to obtain the other information for the farm report.

In the fall, community committeemen will visit farms for which first reports of performance have been made by farm reporters and will ascertain, what practices, if any have been carried out on such farms and approve such of them as may, under the provisions of the program be approved, complete the farm report and obtain signatures to the certifications. In counties in which aerial surveys are made aerial photographs will be used in connection with the final determination of performance.

A spot check of the work done in the field and in the county office will be made by the North Central Division and State and county committees. Comparisons will be made of current reports of performance to determine the efficiency of counties and individuals in doing both field and office work.

After the farm reports are returned to the county office, clerical assistants will compute acreages and review the information recorded thereon. Following the final inspection in the fall, summaries of performance will be prepared in the county office.

STATE PERFORMANCE PROCEDURE

Educational work in connection with the determination of performance should begin in the State as soon as possible after receipt of the necessary forms and instructions and should be handled by the State committee and Extension Service in the same manner as the educational work has been conducted in other phases of the program.

The State committee in organizing and conducting the determination of performance work in the State will:

- (1) Supply adequate assistance and supervision to county committees.
- (2) Arrange for the necessary district and county schools of instructions, prepare instructions for measuring land, specify measuring equipment, and issue instructions for computing acreages in the county office.
- (3) Specify the qualifications of supervisors, farm reporters, and clerical assistants and establish the standards to which their work shall conform.
- (4) Assist the county committee in selecting and training the personnel to carry out the work in connection with the determination of performance and take proper action whenever a person employed by the county committee as a supervisor, farm reporter, community committeeman, or clerical assistant, fails to meet the standards established for the performance work.

- (5) Provide for a spot check of work done by supervisors, farm reporters, community committeemen, and clerical assistants and for a systematic comparison of their efficiency.

COUNTY PERFORMANCE PROCEDURE

In organizing and conducting the county performance work, the county committee will:

- (1) Ascertain from the requests for inspection (Form NCR-112) the farms to be visited for the purpose of determining performance. Ascertain from the declaration of intentions and other available information in the county office what additional farms are to be included on the "Farm Reporter's Work List" and which should be visited for the purpose of ascertaining whether or not performance is to be checked on such farms.
- (2) Specify and obtain the necessary measuring equipment for farm reporters. Equipment used in 1936, if in good condition and acceptable to the State Committee, may be used in 1937.
- (3) Designate, with the approval of the State Committee, a qualified man to act as supervisor of performance work in the county and outline clearly his duties and the extent of his responsibilities and those of each individual under his supervision.
- (4) Direct the supervisor and clerical assistants in preparing a master office record form and lists of assignments to farm reporters; in making certain entries on NCR-113 and in the keeping of such field and office records of the work as are prescribed by the State Committee.
- (5) Supervise the training of prospective farm reporters, such training to include use of 1936 records, identification of 1937 fields, measurement methods, and the execution of clear, complete, and accurate reports.
- (6) In cooperation with the State committee, select the best qualified men to act as farm reporters, assign them their work, and arrange for systematic supervision of their work in the field.
- (7) Provide for sufficient clerical assistants to review the work of reporters as it is returned to the county office, make acreage computations, and prepare farm reports for final performance determination.

- (8) Examine the reports and work of each reporter and clerical assistant and give additional training immediately to those not doing satisfactory work. If additional training does not bring the results up to standard, ask the farm reporter to turn in his assignment and arrange for another reporter to complete the work, or replace the clerical assistant.
- (9) Assist the North Central Division and State committee in spot checking the work done in the field and county office.
- (10) Supervise the final inspection of performance and prepare summaries of performance.

Duties of the Supervisor: It shall be the duty of the supervisor of performance to carry out in detail the instructions of the county committee. The supervisor shall cooperate closely with those in charge of the county office in directing the office work connected with performance. The supervisor shall assist farm reporters as they begin work in the field, and shall cooperate with representatives of the State committee in spot checking the work done by reporters in the field, and clerical assistants in the county office. In counties where the extent of cooperation in the program will justify the expense, the county committee may, with the approval of the State committee, designate one or more qualified individuals to act as assistant supervisors in field or office work. The assistant supervisor must have the same outstanding qualifications as the supervisor in order that he may satisfactorily direct the work of farm reporters or clerical assistants.

Before starting work in the field with farm reporters, the supervisor or assistant supervisor should arrange a definite schedule of meetings with reporters. The first schedule should be prepared when assignments are made after the training school, and a copy given to each reporter.

The supervisor shall be responsible to the county committee for a periodic summary of progress made in the field and office and an efficiency comparison of reporters' and clerical assistants' work. He shall immediately call to the attention of the county committee any performance work which is not progressing satisfactorily.

Selection of Farm Reporters: At the close of the training school, the county committee shall submit to the State committee a list of prospective farm reporters with a statement of their qualifications. Such qualifications may include grades in a written examination given by the county committee, together with other evidence of ability to fill reporters' positions. The State committee will return to the county committee as soon as possible a list of those approved for work as farm reporters. Selection of farm reporters shall be made by the county committee from those on the approved list.

Qualifications of a Farm Reporter: The qualifications which should be given most consideration are:

1. His standing and reputation for honesty and diligence in the territory where he will work.
2. His knowledge of and sympathetic attitude toward the program and his ability to give satisfactory service to those with whom he works.
3. His ability to make good use of 1936 records to save time and expense.
4. His accuracy in measuring land and recording facts.
5. His interest in and appreciation of the value of a clear, complete, and accurate written record of the facts on each farm for use by county and State offices in summarizing performance data without delay and misunderstanding.

A county or State committee should not disregard any one of these qualifications nor hesitate to emphasize their importance in successful performance procedure. No reporter shall be employed in 1937 solely upon his past record and without training in the 1937 program and performance procedure.

Duties of the Farm Reporter: The farm reporter shall work as an employee of the county association. The principal work of the farm reporter is to ascertain the facts regarding crops, land uses, practices, and leasing arrangements on the farm at the time of his visit and to make such land measurements as are necessary to compute acreages. He will not classify the use of land nor approve practices adopted. The reporter shall follow carefully the instructions of the county committee in handling his assignments, and his work shall not be considered complete until all his reports have been accepted by the county committee.

COUNTY OFFICE RECORDS

Each county association shall maintain an adequate system of records pertaining to the progress of performance work. A county may adopt or continue to use any system of records provided that such system is approved by the State committee. Such records must contain at least the information which is provided in the forms set forth herein.

The Master Office Record form should be prepared in the county office according to instructions of the State committee and the suggestions contained herein. Large sheets comparable to listing sheets may be used to include all the column headings needed. Separate sheets should be used for each township or community. The name of each operator and owner who has filed a declaration of intention or has submitted an NCR-112 should appear on the master office record. It will be more convenient, but not absolutely necessary, to have either the serial numbers in numerical order or the names of operators in alphabetical order on the master office record.

Entries should be made in columns 1 to 4, inclusive, of the master office record before any work is assigned to farm reporters, and the entries in the succeeding columns should be made daily as the work progresses.

The daily report form for supervisors and clerical assistants should be prepared in the county office and should include space for information as shown on the attached form. Each clerk should make a report for each day spent on performance work. Column (c) should be used only when the work done is of the type which can be reviewed. The supervisor or assistant supervisor who reviews the reports of clerical assistants for the county committee should note in the last column any comments regarding the work of the individual. The supervisor should submit the daily reports of his own work to the county committee.

The daily report form for farm reporters should be prepared in the county office and should include space for information as shown on the attached form. Claim for compensation for a day's work should not be approved for any farm reporter unless a report for that day is on file with the association.

A supply of daily report forms and carbon paper should be furnished to each farm reporter with his assignment. He should fill out the report at the close of each day he works and mail the original to the office of the association. Each reporter should retain carbon copies of his daily reports.

Section 2 provides for acknowledgment of mail received from the county office, for ordering additional supplies, and a transmittal record of the completed NCR-113's and related forms mailed to the county office.

Section 3 provides for additional data showing work done and farms visited during the day. The reporter should enter the number of new farms visited and measured, the number of fields measured, and his estimate of the total acreage of land measured. He shall also record the number of 1936 measured farms on which he made additional measurements, the number of fields on which he makes complete measurements, and his estimate of the total acreage of such fields. On these same 1936 measured farms, the reporter may make one or more measurements on some fields and depend upon 1936 measurements to complete the record for computation of the 1937 acreages. The reporter should enter the number of such partially measured fields and his estimate of the total acreage of such fields.

In Section 4, the farm reporter should enter the day and date and the names of the operators of farms which he is likely to visit on each of the three working days immediately after the day represented by the daily report. If the reporter does not intend to work on any certain day, he should write "off duty" on the line representing that day and date.

Comparison Records: The State committee shall provide each county association with a form for comparison of work done by clerical assistants and also a form for comparison of work done by farm reporters. Column headings of the comparison report forms set forth herein shall be included and instructions below shall be followed in tabulating data in such columns.

Daily reports may be summarized first for individuals by using a separate comparison record for each individual and then by totaling and averaging the entries for a period of days, a week, or a month. Totals and averages for each individual can then be transferred to a comparison record for all farm reporters or for all clerical assistants. If a large number of reporters or clerical assistants are employed, the number of days which they will work to complete the performance procedure will be correspondingly small. In such case, the county committee should call for a summary of the comparable records at the end of the second, third, or fourth day, and at such succeeding intervals as will indicate to them the progress of the work done by each individual. If a relatively small number of clerical assistants and farm reporters are employed, the number of days will be correspondingly greater. In such case, the first comparison should be made at the end of about three days, and the succeeding summarizations of the comparison records can be made weekly.

On the weekly or monthly comparison record for the supervisor and clerical assistants, an individual's name may be entered twice if the person has done two distinct types of work during the period represented in the summary; for example, if a clerical assistant works three days on copy work, and three days on formulas and acreage computation during a week, the weekly comparison record should show the summary of such work on two lines. It may be difficult to show exactly the amount of work which is correctly done, but the comparison should be made as carefully as possible in order that proper emphasis is placed on quality as well as quantity of work. Since the type of work varies considerably, no county totals and averages can be made of entries on this comparison record.

The daily reports of a farm reporter for a given period should first be tabulated on a comparison record for that reporter. In such case, his name should be written in the space above the table, and the day and date of each daily report entered in column (a). Entries from the daily report should be made in succeeding columns on the same line. Enter in column (f) the total acreage of the fields measured on new farms plus the fields entirely measured on 1936 measured farms, as recorded in Section 3 of the daily report. Enter in column (g) the acreage of partially measured fields as recorded in Section 3 of the daily report. Add the entries in columns (f) and (g) and enter the total in column (h). Determine from measurement records and the map in Section I of NCR-113, whether or not measurements were made in 1937 which were already available on the NCR-10, and enter in Column (i) the number of fields upon which such unnecessary measurements were made. Determine from a study of Sections I and II of NCR-113 whether or not the reporter has correctly interpreted the definition of a field, and enter in column (j) the number of errors due to an incorrect interpretation of such definition. Enter in column (k) the total number of NCR-113's returned to the county office. Since it will not be possible to complete the review of NCR-113 immediately, the entry in column (l) may not represent the same work as is represented by entries in the other columns. Enter in column (m) any explanation of why the entries on this line are high or low, and comments about the quality of work.

In summarizing such comparison record for an individual, total all columns, divide the totals in columns (c), (d), (e), (f), and (g), by the number of days to determine the averages, and transfer the totals and averages to another comparison record on which is entered similar data regarding other reporters.

The supervisor making the tabulations for the county committee should summarize daily reports and tabulated comparisons into monthly reports on the comparison record forms for transmittal to the State office in connection with claims for compensation. The county committee should not certify claims for compensation for supervisor, reporter, or clerical assistant without first studying the comparison records. During the first few days of the performance work, the committee should ask the supervisor for comparison reports frequently in order to maintain the standards established by the State and county committees.

The certifying officer of a State committee shall not certify claims for compensation from a county association for supervisors, reporters, or clerical assistants, unless monthly comparison records accompany the regular voucher for county administrative expenses.

Section II. Report of Work

Signed

Accepted by

FARM REPORTER'S DAILY REPORT
(Mail to Office of Association Daily)

Sec. 1. COMPENSATION: Day Worked _____ Date _____ No. Hours _____

Sec. 2. CORRESPONDENCE WITH COUNTY OFFICE: Description of Mail or list of assignments received by me today from county office _____

Supplies Needed: _____

Forms Completed and Mailed to County Office with this Report:

Name of Operator	Number of Copies Each Form			
	NCR-112	NCR-113		

Sec. 3. FARMS INSPECTED TODAY: No. New Farms _____ No. Fields _____ Approx. Total A

No. 1936 Measured Farms _____ No. fields entirely measured _____ Approx. Total A2

No. fields partially measured _____ Approx. Total A

Names of Operators of the above Farms _____

Sec. 4. PROBABLE ITINERARY NEXT THREE DAYS:

Day and Date	Farms Operated By

Received and Accepted:

Signed:

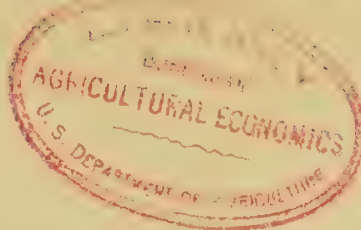
Date _____ for Association

Farm Reporter

FOR WEEK OR MONTH OF

[illegible]

* In preparing this form at the State office, 14-inch paper may be used, or wording of headings abbreviated to provide more space in columns (a) and (m).



Issued June 17, 1937.

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N 757UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM--NORTH CENTRAL DIVISION

PART II. INSTRUCTIONS FOR DISTRIBUTION AND USE OF
REQUEST FOR INSPECTION - (FORM NCR-112)

Immediately upon receipt of the supply of the "Request for Inspection" (Form NCR-112) in the county office, the clerical assistants will stamp or type the county association name and address on the blank side of such form before mailing to all operators and owners of farms in the county. Since the determination of performance will not be made on any farm until a request for inspection has been signed by either the farm operator or owner, it is imperative that the preparation and mailing of the request for inspection be completed without delay.

A letter of transmittal will be prepared in the county offices for use in connection with the distribution of the request for inspection. The following letter should be used for this purpose:

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Agricultural Conservation Program

(Name of County)

(Town)

(State)

(Date)

Dear Sir:

We are enclosing herewith a Request for Inspection (Form NCR-112) for you to execute if you intend to make an application for payment under the 1937 Agricultural Conservation Program. No farm will be inspected for the purpose of determining the extent of performance under the program unless a request for inspection is submitted by either the farm operator or owner. This form is being mailed to farm owners and operators at this time in order that first inspection of performance may be made as soon as possible throughout the county.

Under the provisions of the 1937 Agricultural Conservation Program, a farm is distinguished from a farming unit and is defined as follows: "A farm shall include all irrigated or nonirrigated land in a county under the same ownership which is farmed by the same operator as all or part of one farming unit."

In filling in the request for inspection, enter in the proper blank spaces the number of farms with respect to which you are entitled in 1937 to receive all or a share of one or more of the crops produced thereon as, (1) owner-operator, (2) cash tenant, (3) share-tenant, and (4) share-landlord.

If you are the operator or owner of only one farm in the county, enter the name of the township or community in which the farm is located. If you are the operator or owner of more than one farm in the county, you need not enter the names of the townships or communities in which any of the farms are located. After making these entries, sign and enter the date and your post office address in the spaces indicated.

The request for inspection should be returned promptly so that the first inspection of performance on your farm or farms may be started immediately.

By _____
Chairman, _____ County

The returned requests for inspection will serve as a basis for organizing the field work of the farm reporters in the county. As the requests for inspection are received in the county office, they should be sorted by townships and used in making a list for each township or area in the county to which a farm reporter will be assigned.

The suggested "Farm Reporter's Work List" form may be used in preparing the list of farms to be visited by the farm reporter.

FARM REPORTER'S WORK LIST*

Township or Community		County		Name of Farm Reporter			
1937 Work Sheet Num- ber	Name of Operator	Name of Owner	NCR-112 Signed or Refused Opera- tor	Owner	NCR-113 Partly Prepared in County Office	Field Check Made	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
1							
2							

Col. (1) - Enter the 1937 Work Sheet number for each farm which is obtained from NCR-106.

Col. (2) - Enter name of the 1937 operator which is obtained from NCR-106.

Col. (3) - Enter name of the 1937 owner which is obtained from NCR-106. If the farm is owner-operated, the word "Same" may be written in column 3.

Col. (4) - Enter a check mark (✓) for those farms for which a request for inspection has been returned to the county office by the operator. No entry will be made if a request for inspection has not been returned to the county office.

Col. (5) - Enter a check mark (✓) for those farms for which a request for inspection has been returned to the county office by the owner. No entry will be made if a request for inspection has not been returned to the county office.

Col. (6) - Enter a check mark (✓) when a "Farm Report" NCR-113 has been prepared in the county office.

Col. (7) - No entry will be made at this time.

* In the Nebraska and South Dakota counties containing farms designated as dryland farms add a column for showing whether or not any of the farms listed are dryland farms.



Issued June 24, 1937.

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AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM--NORTH CENTRAL DIVISION

PART III. INSTRUCTIONS FOR PREPARATION OF THE FARM REPORT (FORM NCR-113)
IN THE COUNTY OFFICE.

In Ground Measurement Counties.

A Farm Report (Form NCR-113) will be prepared for each farm for which either the owner or the operator has signed and submitted a request for inspection. Clerical assistants in the county office will enter data with a red pencil in Sections I and III of NCR-113 before such form is used by a farm reporter in the field.

In Section I, solid lines should be used for permanent boundaries, dotted lines for field divisions without permanent boundaries, and double lines for all roads and lanes. On dryland farms on which an acreage of land has been approved as "go-back" land, such acreage shall be clearly indicated on the map in Section I.

In these instructions a farm will be referred to as "identical", "comparable", or "new". An "identical" farm is one with outside boundary lines exactly the same in 1937 as in 1936, and on which measurements were made and for which an NCR-10 was prepared. A "comparable" farm is a 1937 farm which is one part of a 1936 measured farm or which includes all or parts of two or more 1936 measured farms, or which includes some land that was measured in 1936 and some land that was not measured in 1936. A "new" farm is one on which no measurements were made in connection with the 1936 Agricultural Conservation Program.

Farms not measured in 1936 but which were measured in the spring of 1937 shall be considered as having been measured in 1936 if the measurements made in the spring of 1937 were of 1936 field and farm boundary lines. If the measurements made in the spring of 1937 were of 1937 fields, the farm shall be considered as a new farm measured in 1937 and shall not be remeasured by the farm reporter.

Before any entries are made in either Section I or Section III of NCR-113, an examination shall be made of the data on NCR-10 and other 1936 forms, the information available from 1937 declarations of intention, requests for inspection, and other information available in connection with the 1936 and 1937 programs. After such examination the 1937 farm shall be designated as "identical", "comparable", or "new", and data shall be entered in Sections I and III, according to the following instructions.

Section I. On "identical" farms lay the NCR-113 on the NCR-10 over a mimeoscope or lighted ground glass and trace with a red pencil the outside boundary line of the farm and the boundary line of each 1936 field.

Enter in each field the 1936 field letter and acreage.

On "comparable" farms, trace over a mimeoscope or lighted ground glass, or redraft the map on the NCR-113 according to the following instructions:

When the 1937 farm consists of land measured and mapped on different NCR-10 forms, trace from one NCR-10 the outside boundary lines of the land which is a part of the 1937 farm. Trace the boundaries of the 1936 fields and enter the 1936 field letters and acreages. Trace, or redraft if necessary, the remainder of the 1937 farm to the same scale as that used in tracing the first part. Enter the 1936 field letters and acreages. Even though two or more fields may have the same letter under some circumstances, make no changes in the 1936 field letters.

When the 1937 farm includes some land measured and mapped on NCR-10 and some additional land not measured, trace the measured part of the 1937 farm on the NCR-113 and enter the 1936 field letters and acreages. Indicate clearly to the farm reporter that the map on the NCR-113 represents only a part of the 1937 farm and that the reporter is to complete the map.

On "new" farms make no entries in Section I.

Section III. Entries should be made in this section according to information available in the county office from NCR-10, NCR-106, the declaration of intention, and NCR-112. In cases where since 1936 or the spring of 1937 there has been a change in operators, or in the ownership of a farm it may be advisable to make no entries in Section III, and instruct the farm reporter to obtain all of the information directly from the operator and owner. In other cases it may be advisable for the clerical assistants to enter such information as is available in the county office in order that the farm reporter may check the entries with the operator and owner. No entries should be made in Section III until complete and accurate information is available.

Entries in Section III in the county office should be made according to the following instructions:

Line 1. Enter the name and address of the operator as given on NCR-106, NCR-112, and the declaration of intention. Make no entry in the last part of the line.

Line 2. If it can be determined from either the declaration of intention or NCR-112 that the operator is also the title holder, write "same" in line 2 in the space provided for owner. Make no entry in the last part of the line. If the declaration of intention or NCR-112 indicates that the operator is a cash tenant write the words "cash tenant" in parentheses after the name of the operator on line 1, and enter the name and address of the title holder on line 2. Make no entry in the last part of line 2. If the declaration of intention or NCR-112 indicates that the operator is a share tenant, enter the name and address of the title holder on line 2. When the declaration of intention or NCR-112 has been executed by the owner but not by the operator,

the name and address of the owner should be entered in line 2. In the few cases where the cash tenant landlord subleases his farm to a share tenant operator, enter the names and addresses of both the cash tenant landlord and the title holder of the land on line 2, and properly identify each. Make no entry in the last part of line 2.

Line 3. Carefully check the data on NCR-106, the 1937 work sheet, and the declaration of intention, and enter the acreage of the entire farm in the space provided. In case of doubt regarding this acreage, leave this item blank for the farm reporter to obtain in the field. Obtain information regarding the location of the farm from NCR-10, the 1937 work sheet, the declaration of intention, or from personal information regarding the farm, and enter the data indicated by the wording below the spaces in line 3.

Line 4. Carefully check the legal description on the NCR-10, 1937 work sheet, the declaration of intention, or other records in the county office, and enter the legal description in line 4. In case of doubt leave this item to be filled in by the farm reporter from information obtained in the field.

Line 5. Enter the county code and the 1937 work sheet number from NCR-106, column 1.

In Aerial Measurement Counties.

"Farm reporters work lists" should be prepared as provided in instructions in Part II of NCR-111.

In 1937 aerial measurement counties which were ground measured in 1936; the same procedure will be followed in preparing the NCR-113 as in ground measurement counties, except that the 1936 outline map from the NCR-10 should be drawn in red in the upper left quarter of Section I. The remaining space will be needed later for supplemental measurements and computation formulae.

In counties where aerial measurements were made prior to 1937, clerical assistants in the county office should make a sketch of the farm and field divisions in the upper left quarter of Section I from the aerial enlargement and enter the 1936 acreage and field letter in red on each field. This will obviate the necessity of sending the aerial enlargements out with the farm reporter and at the same time provide a sketch map on which the farm reporter may enter in black pencil the 1937 field letters and changes in field divisions.

Section III of NCR-113 should be prepared according to instructions for ground measurement counties.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

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1937 AGRICULTURAL CONSERVATION PROGRAM - NORTH CENTRAL DIVISION

PART IV. INSTRUCTIONS TO FARM REPORTERS FOR THE
FIRST REPORT OF PERFORMANCE.

Ground Measurement Counties.

After farm reporters have received their instructions and assignments, they shall visit all farms on their work lists, check the 1937 crops and land uses to date, make the necessary field measurements, and record the information on the Farm Report (Form NCR-113).

If no Request for Inspection (Form NCR-112) has been signed and submitted by the operator or the owner of a farm on the work list, the reporter shall have an NCR-112 executed before making any performance check. No claim for compensation for checking performance on a farm will be approved unless an NCR-112 is signed and submitted by either the operator or the owner of such farm.

The reporter shall in no case make any erasures of the red entries made in the county office on an NCR-113. Corrections shall be made by striking a light line through the entry and writing the correct item above or at the side of the original entry.

After the NCR-112 has been signed, the reporter with the aid of the operator or the owner shall proceed by verifying or completing the entries on NCR-113, Section III.

Section III. Identification of Farm. On line (1) enter or verify the name and address of the farm operator as of June 30, 1937, and enter at the right of the date (day and month) in 1937 when he assumed such a relationship to the farm. On line (2) enter or verify the name and address of the owner of the farm in 1937, and enter the date in 1937 when he assumed such a relationship. On line (3) enter or verify the total acreage of the farm (general acreage, such as is commonly used in describing a farm, as "160 acres", "240 acres", etc.); the distance and direction from the nearest town; the name of the road on which it is located if such a particular designation applies, as "U.S. 30", "County Road -A", or "Willow Creek Road"; and the township or community in which the farm is located. On line (4) enter or verify the legal description of the farm. Farm reporters should make no entry in item (5).

Section I. Map of Farm. On all farms, the NCR-113 must show the necessary data for computing acreages of all fields, if not already available, for all (1) cropland; (2) noncropland upon which any soil-building practices listed in NCR-B-101, as Amended, are adopted in 1937; (3) noncropland planted to a soil-depleting crop for harvest in 1937; and (4) the estimated acreage of noncrop plowable pasture and "go-back land". "Cropland means (1) all tillable farm land from which at least one crop, other than wild hay, was harvested or planted for harvest between January 1, 1930, and December 31, 1936, inclusive, except farm land in a dryland farm with a productivity less than 50 percent of the

productivity for the county; and (2) any other acreage devoted on January 1, 1937, to orchards."

Farm reporters will not calculate the number of acres from their measurements. Clerical assistants in the county office will calculate all acreages from the measurements appearing on the farm report.

In checking performance the reporter will follow two different general procedures; one, for farms measured in 1936 for which partial map entries have already been made in the county office on NCR-113; the other for new farms to be completely measured in 1937.

A. Procedure on Identical and Comparable Farms. The farm reporter should contact the operator or the owner and check the map showing the 1936 fields. All changes should be noted and such supplementary measurements made and entered on the map as are necessary to compute acreages. All 1937 measurements and field letters should be entered with ordinary black lead pencil to distinguish them from the 1936 (red) field boundaries, letters, and acreages previously entered in the county office. Where two 1936 fields are combined into one field in 1937, a wavering black line over the red line will indicate the removal of the fence or other boundary.

Under the 1937 performance procedure, a field is any tract of land devoted to the production of a crop or to a land use or building practice that is different from that on adjoining land within the same permanent boundaries on a farm. For example; (1) if soybeans are grown on a 40 acre area within the same boundaries and part of the area is harvested as grain and part is cut for hay, each part will be considered as a separate field; (2) if oats are harvested as grain on a 20 acre area within the same boundaries, a part of which was seeded to sweet clover, each part will be considered a separate field; (3) if wheat is grown on areas on two sides of a permanent boundary on the same farm, each area will be considered as a separate field.

Separate measurements must be available for computation of acreages of (1) field corn in Area "A"; (2) old stands of legumes and perennial grasses on cropland; (3) trees planted in 1934, 1935, and 1936 on cropland; (4) each kind of new seeding or tree planting made in 1937; (5) emergency forage crops; (6) idle cropland; (7) each kind of summer fallow; and (8) other acreage upon which any practice is adopted.

An exception to the general definition of a field will be recognized in the case of certain crops on adjacent land within the same permanent field boundaries. Crops which may be considered together as one field include (1) corn (except in Area "A"), wheat, oats, barley, rye, flax, buckwheat, emmer, speltz, and mixtures of such crops harvested as grain in 1937; (2) all sweet and popcorn; (3) any of the following crops harvested for seed: millet, Sudan grass, rape, and sweet sorghums; (4) field peas for seed and soybeans and cowpeas for grain or seed except in Area "B".

When such crops are grouped together and considered as one field, the reporter should list in Section II, Column (c), the crops

and the proportion of each crop. For example, if half of an area within a permanent boundary is in oats and half in barley, both harvested as grain, the area on which the two crops are grown may be considered as one field and the entry in Section II, Column (c), should be "Oats 1/2, Barley 1/2 for grain." If however, the part in oats was seeded to sweet clover and the part in barley not seeded, such measurements of the two parts as are necessary to compute the acres of each must be made according to the original field definition even though both the oats and barley are harvested as grain.

Other exceptions to the general definition of a field may occur on commercial vegetable farms where several kinds of vegetables may be grouped together as truck crops or under other common terms in use in the territory. Exceptions may also occur on farms where crops are interplanted and on dryland farms where strip cropping or strip fallow practices are adopted.

When a 1936 measured field has been divided in 1937 into two fields, the reporter need make only such measurements as are necessary on one of the fields in order that the acreage of that field may be computed. The acreage of the other 1937 field will be determined by subtraction from the 1936 acreage.

If on or before June 30, 1937, land has been added or dropped from the farm as shown by the map drawn in red in the county office, the reporter should clearly indicate which land is dropped, or should draw a supplemental map of the added land.

For all cases of added or dropped land, the reporter must record complete notes on the NCR-113, using the reverse side if necessary, which will make the details of the case perfectly clear to those in the county office. Such notes should clearly indicate the division of crops and the name of the operator or owner of the farm in 1936 and 1937, to whom, or from whom, the tract of land was transferred.

B. New 1937 Farms to be Measured. If a farm has not been previously measured, the reporter will proceed to check and measure all land specified on Page 2 of these instructions to field reporters.

The space provided for drawing the map is 16 inches square with dots 1 inch apart, the same as the NCR-10 of last year. The map has been so proportioned and scaled that the 1-inch space between dots may represent either 10 rods, 20 rods, or 40 rods, thus making it possible to draw a map of a square quarter-section farm using a scale of 1 inch to 10 rods, or to draw a map of a square full-section farm using a scale of 1 inch to 20 rods, or to draw a map of a square four-section farm using a scale of 1 inch to 40 rods.

Before attempting to draw a map, it should be determined whether the east-west length or the north-south length of the farm is greater. Upon the basis of the greater length, determine the proper scale to be used in drawing the map; that is if the east-west length is 320 rods and the north-south length is 160 rods, the east-west length would determine the scale to be used which would be 20 rods to 1 inch; thus, one-half of the space provided would be used for drawing the map. On the other hand, if the east-west length is 480 rods and

the north-south length is 160 rods, the scale would be 40 rods to 1 inch; thus, the map would be 12 inches by 4 inches. Insofar as possible the reporter should locate the farm on the map with respect to its location in the section. This will facilitate the work of checking between farms in the county office.

In preparing the map, the farm reporter will indicate fence lines by solid lines and field divisions without fences by dotted lines. Double lines will be used to indicate public and private roads, or lanes, adjoining or running through the farm.

Measurements of sides of fields or other distance measurements will be shown in the following manner, \leftarrow -----60 rods or feet
----- \rightarrow : and measurement of angles will be shown in the following manner: $30\downarrow^{\circ}$ or feet.

Completion of Map on All Farms. After the map has been drawn to scale or checked, and all 1937 measurements carefully recorded on it, the reporter shall assign a new field letter to each field commencing in the upper left-hand corner of the map with the letter "A". If space permits the name of the 1937 crop or land use may be written on each field in order to check the entries in the other sections of NCR-113.

Assign the letter "Y" to noncrop plowable pasture and to noncrop wild hay land. Assign the letter "Z" to other noncrop land on which soil-building practices are adopted in 1937. Use the letter "X" for all other noncrop land, such as nonplowable permanent pasture, range land, roads, lanes, buildings, feed lots, woodland, wasteland, ponds, lakes, etc.

Section II. 1937 History of Fields. After the map of the farm has been completed, the farm reporter will execute the First Report of Performance in Section II, columns (a) and (c).

Column (a) Enter the field letter by which the field was designated on the 1936 map. If a part of a 1936 field appears as a separate field on the 1937 map, enter the 1936 field letter in column (a) with a minus sign after it, as "A-". If a 1937 field is made up of parts of two or more 1936 fields, enter the 1936 letters, as "A-", "B", (part of "A" and all of "B"), or "A-B-", (Part of "A" and part of "B"). In case unmeasured land has been put into a crop in 1937 and is an addition to a 1936 field, follow the 1936 field letter with a plus sign, as "A+". If the farm was not measured in 1936, make no entries in column (a).

Column (c) Enter in column (c) the name of the crop or the use being made of each field at the time of this visit. Particular attention should be given to old stands of legumes and grasses, the maturity and use of emergency forage crops, and idle and fallow land. Examples of such entries are, "Corn", "Sown corn", "Oats for grain", "Oats cut for hay", "Soybeans for hay", "Soybeans for grain", "Old alfalfa good stand", "Idle cropland", "Rye pastured", "Barley for grain seeded to sweet clover". The name of the kind of tobacco, such as "Burley", "Dark air-cured", or "Cigar leaf" will likewise be entered in this column.

Farm reporters should keep in mind when making entries in column (c), that county committees will be confronted with the problem of clearly distinguishing between many cases where differences in the detailed description may result in a different classification of land.

Since the number of words which can be written on a line in column (c) is limited, it is important that the terms used be brief but they must also clearly and concisely describe the crop and land use. This information will be used in the county office for classification of land and will be reviewed by representatives of the State committee. Statements on crops, land uses, and practices must, therefore, be perfectly clear to anyone reviewing the forms. Important details must be clearly stated or the use of land might be incorrectly classified and payments based upon such classification incorrectly computed.

The following examples pertain to the entire region but certain ones will be more important than others in different parts of the region.

State and county committees should emphasize the wording with regard to those problems which are most common and hardest to handle. The wording of the entries in column (c) should indicate the difference between:

1. Good stands of old and new seedings of legumes or perennial grasses.

- A. an acreage on which there is a good stand of legumes or perennial grasses seeded or self-seeded before November 1, 1936, such as "old alfalfa, good stand"

contrasted with

- B. an acreage on which there is a good stand of legumes or perennial grasses seeded between November 1, 1936, and October 31, 1937, such as "good stand alfalfa seeded spring of 1937, evidence filed".

2. Good stands and partial stands or failures of legumes or perennial grasses.

- A. Good stand of old or new seeding of legumes or perennial grasses such as "old alfalfa, good stand July 1", or "alfalfa, good stand, seeded 1937".

contrasted with

- B. Poor stands or failures of old or new seedings of legumes or perennial grasses such as "old alfalfa, failed before July 1" or "1937 seeded alfalfa, failed".

3. Nurse crops and Grain crops.

- A. New seedings of legumes or perennial grasses

with nurse crops planted at half the normal rate of seeding and used only for pasture or not harvested, such as "1937 seeding alfalfa, oats half seeding, pastured",

contrasted with

B. New seedings of legumes or perennial grasses with grain crops planted at the full rate of seeding or harvested for hay or grain, such as "1937 alfalfa, oats full seeding, pastured", or "1937 alfalfa, oats half seeding, cut for grain."

4. Adapted and Unadapted Seeds.

A. New seedings of adapted alfalfa or red clover, such as "1937 seeding red clover, adapted seed",

contrasted with

B. New seedings of unadapted alfalfa or red clover, such as "1937 seeding red clover, unadapted seed."

5. Known and Unknown mixtures of legumes or perennial grasses.

A. Definitely known mixtures of legumes or perennial grasses such as "Pasture mixture, timothy 40%, blue grass 15%, other grasses 45%",

contrasted with

B. Unknown mixtures of legumes or perennial grasses, such as "Pasture mixture."

6. Good Farming Practices and Poor Farming Practices.

A. Adoption of seeding, tree planting, or other soil-building practices according to good farming or tree culture practices, such as "1937 seeding alfalfa failed, good seed bed 12 lbs. per acre", or "1937 planting trees failed, 400 per acre, fenced, cultivated four times", or "clean tilled fallow, May 10 to date, no erosion",

contrasted with

B. Adoption of seeding, tree planting, or other soil-building practices by methods not in conformity with good farming practices, such as "1937 seeding alfalfa failed, poor seed bed, no moisture, 6 lbs. per acre", or "1937 planting trees failed, 200 per acre damaged by livestock, not cultivated", or "fallow, June 10 to date, badly washed."

7. Grain or Seed Crops and Emergency Forage Crops.

A. Wheat, oats, barley, rye, flax, emmer, speltz, and mixtures of these crops, corn, soybeans, cowpeas, sorghum, millet, Sudan grass, or rape harvested for grain or seed, such as "oats for

grain", "sorghum for grain", "soybeans for grain",
"Sudan for seed".

contrasted with

- B. Wheat, oats, barley, rye, flax, emmer, speltz, and mixtures of these crops, sown corn, soybeans, cowpeas, cane, millet, Sudan grass, or rape not harvested for grain or seed, such as "oats for hay", "cane for forage", "soybeans for hay", "Sudan pasture."

8. Crop failure and idle land.

- A. Failure of corn, grain sorghums, cotton, tobacco, sugar beets, rice, field beans, canning peas, hemp, broom corn, mint, mangels, cowbeets, cultivated sunflowers, truck and vegetable crops, potatoes, sweet potatoes, melons, strawberries, bulbs, flowers, asparagus, or artichokes, such as "corn, destroyed by drought".

contrasted with

- B. Idle land not planted in 1937, such as "idle, not planted 1937".

9. Crop failure and fallow land.

- A. Failure of any crop planted in the spring or summer of 1937 for harvest in 1937, such as "Corn, flooded out" or "Oats, crop failure plowed up."

contrasted with

- B. Fallow land, such as "Fallow May 15 to date."

10. Fallow land and Idle land

- A. Land on which the first tillage operation was completed by May 15 in Nebraska, June 1 in other States and June 15 in certain northern counties in Minnesota, Wisconsin, and Michigan, and on which sufficient tillage operations have been made to tend to prevent weed growth, wind and water erosion, such as "Fallow, May 10 to date, weed growth and erosion controlled".

contrasted with

- B. Land on which no tillage operations were made or land on which tillage operations did not meet specifications such as, "idle, not tilled", or "fallow, wind eroded".

11. Emergency pasture crops on drought damaged noncrop land and emergency pasture crops on cropland.

Wheat, oats, barley, rye, ryegrass, emmer, speltz, Sudan grass or small grain mixtures, planted on drought damaged noncrop pasture land and not harvested for grain or hay, such as "rye pasture on noncrop pasture land".

contrasted with

B. The same crops on cropland not harvested for grain or hay, such as "rye pasture on cropland".

12. Go-down crops and Grain crops

A. Rye, cane, or Sudan grass planted before June 15, 1937, on designated sandy soils, approved by the county committee and not harvested for grain, hay, or pasture, such as "rye, go-down crop, planted May 28, not harvested or pastured".

contrasted with

B. Rye, cane, or Sudan grass planted after June 15, 1937, or on land not approved by the county committee, or used for grain, hay, or pasture, such as "rye pasture".

13. Strip cropping and long, narrow fields.

A. Alternating strips of broadcast or close drilled crops and row crops on dryland farms, such as "corn and rye, 10 rod strips east and west" (one field)

contrasted with

B. Long, narrow fields of crops, such as "corn", "rye", (two separate fields).

14. Care of Trees and 1937 Planting of Trees.

A. Cultivating, protecting, and thickening up a stand of trees planted on a dryland farm between January 1, 1934, and October 31, 1936, such as "1935 trees cultivated, fenced, and reset"

contrasted with

B. Planting of trees in 1937, such as "1937 planting forest trees".

15. Adoption of practices on Noncrop, Orchard, or Commercial Vegetable land and on other land.

A. Adoption of any building practice on noncrop land, orchard land, or commercial vegetable land which is similar to a practice which might be adopted on other land, such as "1937

planting trees on noncrop land"; "soybeans planted May 10, good growth, commercial orchard", or "soybeans, 60 days growth plowed under on commercial vegetable land."

contrasted with

- B. Adoption of a similar practice on other land, such as "1937 planting trees on cropland", "soybeans, planted June 1, good growth plowed under".

16. Adoption of practice on one-crop and two-crop vegetable land.

- A. Use of green manure crop on land used for the production of one crop of commercial vegetables in 1935 and 1936, such as "rye, green manure crop, one-crop commercial vegetable land 1935-1936".

contrasted with

- B. Use of green manure crop on land used for the production of more than one commercial vegetable crop in 1935 and 1936 and on which one less depleting crop is grown in 1937 than in 1935-1936, such as, "rye, green manure crop one less depleting crop 1937 than 1935-1936 on commercial vegetable land."

If the use to be made of the crop or land cannot be determined at the time of this visit, enter the name of the crop, and its use will be recorded in column (f) at the time of the final performance check.

While a complete report of building practices adopted cannot be made until the time of the final performance check, the farm reporter may be able to get a part of the practice information at the time of his inspection. If a practice has been completed at the time of the reporter's inspection, enter on the proper line in column (c) the name of the soil-building practice adopted on the field. If phosphates, for example, have been applied, note the rate per acre and the kind and test of material used. Indicate the kind and total amount of limestone applied on each field. For example, "25 tons of ground limestone", or "18 cubic yards of sugar beet refuse lime", "15 cubic yards of marl", "10 tons of agricultural limestone meal".

If, on or before the farm reporter's inspection, there has been incorporated into the soil as green manure by plowing or discing of a good vegetative growth of soybeans, velvet beans, cowpeas, or buckwheat seeded before July 1, 1937, the entry in column (c) should give a clear description and the date, such as, "Soybeans good growth plowed under July 15" or "buckwheat good growth disced in July 20".

Fields designated by "Y" shall include noncrop plowable pasture and noncropland devoted to the production of wild hay.

If the operator of the farm is nongrazing a part of a field designated as "Y" an estimate of the acres nongrazed should be definitely noted; for example, "40 acres nongrazed May 1 to date." If both noncrop plowable pasture and noncrop wild hay land are on the same farm, the line should be divided horizontally and marked "Y₁" and "Y₂" in column (b) and the fields so designated on the map. This division of the "Y" line will also be necessary when a practice is adopted on only a part of the pasture.

Fields designated by "Z" include other noncrop (nonplowable) land on which a practice is adopted in 1937, such as reseeding, tree planting, or application of lime. If two practices are adopted on different parts of such land, this line in Section II should be divided horizontally and marked "Z₁" and "Z₂" in column (b), and the fields on which practices were adopted should be so designated on the map, together with the necessary measurements for computing acreages.

The farm reporter need not make any entries for "X" land in Section II but should be sure all such land is properly designated on the map.

Column (d). The farm reporter will make no entries in column (d) as all acreage computations will be made in the county office.

Columns (e) and (f). These columns are not to be used until the final check of performance is made in the fall.

Sections IV - XI, Inclusive.

The farm reporter will make entries in these sections in cooperation with the 1937 farm operator or with the 1937 owner who has signed an NCR-112. Where practicable, the farm reporter will contact the share-rent owner, as well as the operator, regarding the entries in Sections VI, VII, VIII, IX, and X.

Section IV.

Entries in this section are to be used only as a guide to the county committee in establishing the carrying capacity of noncrop plowable pasture on individual farms as provided in the 1937 program. The farm reporter should keep in mind the average carrying capacity of noncrop plowable pasture in the county and enter figures regarding acreages and carrying capacity, which will indicate to the county committee the relative grazing capacity of the noncrop plowable pasture land on each of the farms which he inspects.

The reporter will consider the noncropland used for the production of wild hay as though such land were used for grazing during a normal pasture season. In some sections of the North Central Region the carrying capacity of noncropland devoted to the production of wild hay will be considerably different from the carrying capacity of noncrop plowable pasture which is customarily used for grazing. When this is true, the farm reporter will use both paragraphs 1 and 2. If the carrying capacity of noncrop plowable pasture land and noncropland devoted to wild hay production is approximately the same, the reporter

may record the data in paragraph 1 and not execute paragraph 2.

By using measurements made on adjoining cropland and by additional visual measurements, the reporter will enter the acreage of noncrop plowable pasture in Part 1 and the acreage of wild hay land in part 2. By comparison of the type of grass, density, palatability, and growth of grass on the noncrop plowable pasture of an individual farm with that on neighboring farms and for the county as a whole, the farm reporter will estimate the grazing capacity of the total acreage of noncrop plowable pasture on a farm for a normal pasture season and enter his estimate in terms of animal units in the space provided in Parts 1 and 2. An animal unit shall be regarded as one cow, one horse, two calves, two colts, five sheep, or the equivalent thereof.

Paragraph 3 of this Section IV will be used only on dryland farms on which there is located an acreage of go-back land which has been recorded with and accepted by the county committee. In such cases, the reporter will examine the field to determine by measurements made on adjoining cropland and by additional visual measurement, the acreage of this go-back land and enter the acreage in the space provided in paragraph 3.

Section V - Commercial Vegetables.

If there were grown on a farm in 1936 any of the following commercial vegetable and truck crops, including Irish potatoes, sweet-potatoes, tomatoes, sweet corn and peas not used for canning, melons, cantaloupes, strawberries, and commercial bulbs and flowers, the reporter should inquire regarding the specific fields on which these crops were grown. The reporter will record in Part 1 the field letters of those fields on which one crop of commercial vegetables was grown in 1936. The reporter will record in Part 2 of this Section V the letters of the fields on which more than one crop of commercial vegetables were grown in 1936. If all of the fields on the farm were devoted to the production of one crop of commercial vegetables in 1936, or to the production of more than one crop of commercial vegetables in 1936, the farm reporter may enter the word "All" in lieu of the individual field letters in Part 1 or 2, as the case may be.

If the farm was not measured in 1936, and it is not possible to establish the location of the 1936 commercial vegetable crops through the use of the 1937 field letters, the farm reporter should make such notations along the side of the 1937 map or on the reverse side of the NCR-113, as will make it possible for the county committee to determine the acreage of land devoted to the production of one crop of commercial vegetables, and the acreage of land devoted to the production of more than one crop of commercial vegetables in 1936.

Section VI - Sugar Beets

If there has been planted on the farm in 1937 an acreage of sugar beets, the farm reporter should inquire of the operator or

owner regarding the questions in Parts 1, 2, and 3 of Section VI, and should enter the answers according to these instructions. If only part of the farm is customarily used for a crop rotation including sugar beets, the farm reporter will enter in paragraph 1 the 1937 field letters which represent the area commonly devoted to a rotation including sugar beets. If all of the cropland of the farm is used in a rotation including sugar beets, the word "All" may be entered in Part 1 in lieu of individual field letters.

The farm reporter should inquire of the operator or the owner regarding the particular fields on which sugar beets are grown in 1937 and determine from such inquiry and any other available information, the use made of each of these particular fields in the years 1934, 1935, and 1936, and enter the answer to question 2 accordingly.

The farm reporter should inquire of the operator in regard to the division of the sugar beet crop and record in Part 3 the percentage of the sugar beet crop, or proceeds thereof, which the operator receives and the percentage which the owner receives in 1937. Where practicable, the farm reporter should also inquire of the owner regarding the division of the sugar beet crop.

Section VII

This section will be used only on cotton farms or on farms operated by sharecroppers. The farm reporter should inquire of the sharecropper, farm operator, and owner regarding the soil-building practices adopted on such cotton or sharecropper farm, and also regarding the persons who have incurred the expense with respect to such practices. The farm reporter will enter in column (c) each soil-building practice on a separate line of the table, record in column (b) the field letter or letters representing the land involved, and in column (d) the name or names of the persons who have incurred the expense in connection with the individual soil-building practice. The reporter shall not enter the acreage in column (a) nor the percentage of the expense incurred by any individual person.

Section VIII

This section will be used only on cotton or sharecropper farms. It may be extended downward in the space below Section VIII if the number of sharecroppers is greater than the number of lines provided in the table. The farm reporter will enter on a separate line in column (c) the name of the sharecropper, operator, or owner who planted the crop or crops on each tract of land on the farm which is operated or taken care of by a different individual. The farm reporter will enter in column (b) the field letters representing the land planted by each individual and enter in columns (d), (e), and (f) the respective shares of the crop received by the owner, operator, and sharecropper. The farm reporter should inquire of the owner, operator, and sharecropper of a cotton farm regarding the furnishing of workstock and equipment, and enter in column (g) on the same line as the name of each person who planted a crop the name of the individual who furnished the workstock and equipment. The farm

reporter shall make no entries in column (a).

Sections IX and X

Before discussing these two Sections with the operator and owner, the farm reporter shall familiarize himself with Part V, Section 1, and succeeding Sections of NCR-101-B, as Amended. In discussing Sections IX and X with the operator and owner, the farm reporter shall explain clearly the definition of a farm, the difference between a farm and a farming unit, and the determination of ownership and operation of land as set forth in the 1937 Agricultural Conservation Program.

If the answer to question 1, Section X is "yes", no additional entry need be made in Section X and only the first question of Section IX need be answered.

If the answer to question 1, Section X, is "no", and the answer to question 2, Section X, is "yes", no additional entries need be made in Section X and only question 1, Section IX, need be answered.

If the answers to questions 1 and 2 of Section X are "no" and the answer to question 3 is "yes", no additional entries need be made in Section X and only question 1 of Section IX need be answered.

If the answers to questions 1, 2, and 3 of Section X are "no" and the answer to question 4 is "yes", the table below question 4 in Section X shall be executed by the farm reporter and operator or owner and both questions 1 and 2 in Section IX shall be answered. In answering question 2 of Section IX the farm reporter, where practicable, should contact the owner of the land and obtain the answers from him. If it is not practicable to see the owner of the land, the farm reporter may inquire of the operator regarding question 2 in Section IX and make such notations as will clearly indicate that the answer has been obtained from the operator rather than the owner.

If an NCR-112 has been signed and submitted for the farm by the owner but not by the operator and it is definitely known that the operator has refused to sign an NCR-112, the farm reporter shall not enter an answer to question 1 but should answer question 2 of Section IX. In such case the farm reporter should inquire of the owner regarding the division of crops and answer question 4 of Section X as though he were obtaining the information from the operator, and should write in the margin alongside of Section X the words "Operator refused to sign NCR-112."

In the execution of the table under question 4, Section X, the farm reporter should enter in column (a) on each line the crop or crops for which a different type or rate of rent is paid: For example, if the rate of rent is one-half for corn and two-fifths for small grain, the farm reporter will use two lines for the two crops. Opposite each entry in column (a) the reporter will enter in column (b) the 1937 field letters representing the area of the crop or crops entered on the same line in column (a). The reporter will also enter in column (c) the share of the crop received by the owner and in column (d) the share of the crop

received by the operator. The farm reporter shall make no entries in columns (e) and (f), nor shall he attempt to summarize the table.

Section XI

Before signing and dating the certification in Section XI, the farm reporter should review his entries in Sections I to X, inclusive, to make certain that the operator and owner with whom he has worked understand thoroughly what is being reported on the farm. After this is done, the farm reporter should sign and date the certification in Part 1 of Section XI. Parts 2 and 3 of Section XI shall not be completed at this time.

In Aerial Measurement Counties.

These instructions pertain only to the first check of performance. Later instructions will be issued for the final performance check after the 1937 aerial photographs are available. Farm reporters should become familiar with all instructions for ground measurement counties except those pertaining to land measurements.

The farm reporter shall study carefully the instructions regarding the definition of a field and the terms to be used in describing crops when entries are made in the map or in column (c) of Section II, and shall use such terms in recording crop history, use of land, or practices on NCR-113.

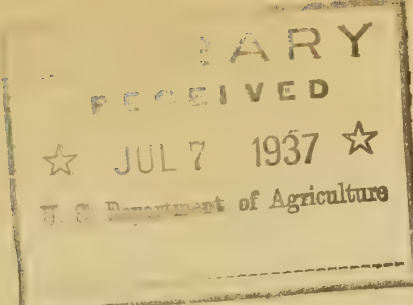
The farm reporter shall first contact the operator, and owner where practicable, review the entries in Section III of NCR-113 with them, and complete the entries according to the information obtained. Farm reporters in aerial measurement counties shall follow the detailed instructions for Section III as given for ground measurement counties.

When the identification of the farm has been checked and correct entries made in Section III, the farm reporter shall inquire of the operator regarding the location and use of each field, and shall determine by examination which fields are devoted to legumes or grasses, seeded or self-seeded, before November 1, 1936, and to any planting of forest trees made between January 1, 1934, and November 1, 1936. The reporter shall also determine which fields are used for the production of emergency forage crops, for fallow, or for any building practices on which the State and county committee have asked for a written record as of July 1. After such determination, the farm reporter shall check the map already made by the county office or on a farm not measured in 1936, sketch the approximate size and shape of each field in its proper location on the farm map in the upper left quarter of the space in Section I; shall letter each field beginning with the letter "A", using the letters "Y" for plowable pasture, and "Z" for other noncropland upon which building practices are adopted and checked. (See detailed instructions for ground measurement counties). In drawing the boundaries of the fields, the reporter shall indicate with a solid line the fences or other permanent boundaries, double lines for roads and lanes, and dotted lines for field divisions without permanent boundaries.

If the field checked and mapped is part of a larger area within a permanent boundary, the reporter shall indicate by distance and direction from permanent landmarks on the map the division line between the parts of the field, or shall leave permanent markers showing the division of the field which can be found by the committeeman who will use the aerial photograph and approve practices at the time of the final performance check in the fall.

Sections II and IV to XI. The farm reporter shall execute these sections of NCR-113 according to the instructions for ground measurement counties.

7758
NCR-111 (Preliminary)



Issued June 24, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM - NORTH CENTRAL DIVISION

PART V. INSTRUCTIONS FOR REVIEW OF THE FIRST REPORT
OF PERFORMANCE IN THE COUNTY OFFICE.

After studying the procedure and instructions contained in parts III and IV of NCR-111, clerical assistants will examine carefully each NCR-113 immediately after its return to the county office. Such examination should include a check of every entry which the reporter has been instructed to make on the NCR-113. Each entry shall be clear, complete, and accurate.

The attached check sheet is suggested for use in checking each NCR-113.

If the examination of NCR-113 shows that any entry is not clear, complete, or accurate, the NCR-113 and attached check sheet should be called to the attention of the supervisor or assistant supervisor in charge of performance office work. In such cases, the NCR-113 should be returned to the reporter with written directions or questions, or personal assistance which will enable the reporter to explain, complete or correct any entries.

No erasures shall be made on the NCR-113. When any entry is corrected, the original entry shall be stricken with a light line and the new entry placed above or beside the original entry.

Farm reporters should correct and return all suspended forms within a reasonable time. The supervisor or assistant supervisor in charge of performance office work should keep the master office records up to date and check frequently to see that suspended forms are being corrected and returned promptly by the farm reporters to the county office.

In making the detailed examination of each NCR-113, clerical assistants should pay particular attention to the following points:
Section III - Identification of Farm.

1. See that each line contains an entry either in red or black.
2. Note any changes from red entries and make certain that each entry is clear, complete, and accurate.

Section I - Map of Farm.

1. Check the map with the acreage in Section III, line 3, and with the legal description in Section III, line 4.

2. Note all changes from red entries and check each entry made in black for clearness, completeness, and accuracy.
3. See that 1937 letters have been assigned to all land.
4. Check for special notations beside the map, or on the reverse side.

Section II - 1937 History of Fields.

1. Columns (a) and (b) - Check for agreement between letters and boundaries on the map, Section I, to make certain that the record is clear, no field has been omitted, and no area or field has been recorded more than once in Section II, and that instructions regarding lettering of all 1937 land have been followed.
2. Column (c) - See that there is agreement between columns (b) and (c) of Section II, and the map, Section I, regarding the application of the definition of a field according to instructions to farm reporters. Examine the wording in column (c) to make certain it is clear and complete and in such terms as will be understandable to the community committeeman when he completes the final check of performance in the fall, and will make it possible for the county committee to correctly classify land and summarize performance data for the farm. Since only a limited number of words can be written in the space in column (c), and later in column (f), it is very important that instructions in Part IV of NCR-111 be followed, and that the description be entirely clear and comprehensible to those in the county office.

Section IV - Noncropland.

Check the acreages in parts 1, 2, and 3 with the areas marked "Y" and "go-back land" on the map in Section I. If the acreages appear to disagree with the areas marked "Y" and "go-back land", check again after cropland acreages have been computed. Whenever one entry appears in part 1 or 2, check to see that there is a corresponding entry in the same part.

Section V - Commercial Vegetables.

Check the entries in parts 1 and 2 with the map in Section I and with Section II, column (c), for clearness and accuracy.

Section VI - Sugar Beets.

Check the entries in part 1 with the map in Section I for clearness and accuracy, and the entries in parts 2 and 3 for completeness.

Section VII - Cotton and Sharecropper Farms.

Check the entries in column (b) with the map in Section I and in column (c) with Section II, column (c), for clearness and accuracy, and also entries in column (d) for clearness and completeness. Acreages in column (a) will be transferred later from Section II, column (d).

Section VIII - Cotton and Sharecropper Farms.

Check the entries in column (b) with the map in Section I for clearness and accuracy and also the entries in columns (d), (e), (f), and (g) for clearness and completeness. Acreages in column (a) will be transferred later from Section II, column (d).

Section IX - Other Owned and Operated Land.

Check the entries for completeness and accuracy, and with any information or records available in the county office.

Section X - Leasing and Share Agreement.

Check the answers to the four questions for clearness and completeness. If the table contains any entries, check Section X, column (a) with Section II, column (c), and Section X, column (b), with Section II, column (b). Entries in column (c) and (d) must total 100 percent on each line.

Section XI - Certification by Reporter.

Check the date and signature in part 1.

Computation of Acreages in Ground Measurement Counties. When clerical assistants have checked the entries on the NCR-113 and found them satisfactory, they will transfer the 1936 acreage from NCR-10 to Section II, column (d) for each 1937 field which is identical with a 1936 measured field. For each field in which some 1936 and some 1937 measurements will be used in computing acreage, they will transfer in red the 1936 measurements to the 1937 map. Thereafter, they will set up the calculation formulas and compute the 1937 acreages according to instructions received from the State committee, and enter the acreages for such fields in Section II, column (d). Clerical assistants will also set up formulas and compute acreages of fields for which all measurements were made in 1937, and enter such acreages in Section II, column (d).

After the acreage of all fields "A" to "Q", inclusive, and "Z" have been entered in column (d), enter the acreage of "Y" and "Z" land from Section IV. If the reporter has made an entry in column (c) in

line "Y" or "Z", indicating a practice adopted on a part of the plowable pasture or on other noncropland, the line in columns (b) and (c) should have been divided into "Y₁" and "Y₂", or "Z₁" and "Z₂". The same line in column (d) should also be divided and the acreage² recorded separately.

Before "X" acreage is entered in column (d) a trial total should be made of the column and this total subtracted from the acres in the farm Section III, line 3. This preliminary total for "X" land, thus arrived at, should be compared with all land marked "X" on the map. If, by this comparison, the acreage seems reasonable, the entry should be made for "X" acres in column (d) and a total acreage for the farm entered at the bottom of column (d).

If the acreage of "X" land computed above seems unreasonable after comparison with the map, a recheck of the map and the acreage computations on the various fields should be made. If this fails to reveal the error, the NCR-113 should be returned with proper notations, to the farm reporter for correction.

After Section II has been checked, clerical assistants shall transfer the proper acreage figures from column (d) to Section V and VI, entering the data in red immediately after the reporter's entries; and to Section VII, column (a); Section VIII, column (a); and to Section X, column (e), when these tables are applicable.

As soon as the NCR-113 has been checked and accepted for the first performance report, a final performance "work list" form should be prepared by townships or communities, and the farms with accepted reports listed. The form below is suggested for use by the county office in recording and organizing the assignments for the final check of performance.

COMMUNITY COMMITTEE WORK LIST

Township or Community			County	Community Committeeman		
* 1937 Work Sheet Number	Name of Operator	Name of Owner	Additional Measurements made (yes or no)	Signed by Opera- tor (Yes or No)	Signed by Owner (Yes or No)	Date Certified to County Office
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1						
2						
3						
4						

* In aerial measurement counties one column should be added for the aerial Photo Number.

NCR-113 CHECK SHEET FOR FARM REPORTERS AND COUNTY OFFICE

SECTION III. Identification of Farm.

- _____ 1. Name - address - 1937 date. 1937 Work Sheet No. _____
_____ 2. Name - address - 1937 date.
_____ 3. Acres in farm - Location.
_____ 4. Legal description - Code Work Sheet and Photo No. Checked by _____

SECTION I. Map of Farm.

- _____ 1. Acreage agrees with line 3, Section III. Date _____
_____ 2. Description agrees with line 4, Section III.
_____ 3. All changes (black) clear.
_____ 4. 1937 field letters assigned to all land.
_____ 5. Special notes _____ (yes or no).

SECTION II. History of Fields.

- _____ 1. Letters in Col. (a) check with map.
_____ 2. Letters in Col. (b) check with map.
_____ 3. Descriptions Col. (c) clear.

SECTION IV. Noncropland.

- _____ 1a. Noncrop plowable pasture, acreage given.
_____ 1b. Noncrop plowable pasture, animal units given.

_____ 2a. Noncrop wild hay land, acreage given.
_____ 2b. Noncrop wild hay land, animal units given.

_____ 3. Dryland farms only, go-back land acreage given.

SECTION V. Commercial Vegetables.

- _____ 1. One crop vegetable fields given.
_____ 2. Two crop vegetable fields given.

SECTION VI. Sugar Beets.

- _____ 1. Fields rotated with sugar beets given.
_____ 2. Fields growing 3 years of sugar beets given.
_____ 3. Division of sugar beets shown.

SECTION VII. Cotton and Sharecropper Farms.

- _____ 1. Practice table completed and clear.

SECTION VIII. Cotton and Sharecropper Farms.

- _____ 1. Entries in table complete and clear.

SECTION IX. Other Owned and Operated Land.

- _____ 1. Operator statement given.
_____ 2. Owner statement given.

SECTION X. Leasing and Share Agreement.

- _____ 1. Owner question answered.
_____ 2. Cash rent question answered.
_____ 3. Owner and cash rent question answered.
_____ 4. Share rent question answered.
_____ 5. Table of rents and share complete and clear.

SECTION XI. Certification by Reporter.

- _____ 1. Dated.
_____ 2. Signed by reporter.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE
UNDER THE PROVISIONS OF THE 1937 AGRICULTURAL
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION

Part VIII. Instructions for Preparation of Weekly
Report on Status and Progress of Deter-
mination of Performance in Each County.

Form NCR County No. 2, Weekly Progress Report of County Performance, will be used for the purpose of furnishing the State Committee with a report on the status and progress of county performance. Such information will be summarized in the State office and transmitted to the North Central Division. The data required should be compiled as accurately as possible. Form NCR County No. 2 shall be prepared in duplicate in the county office, the original of which shall be forwarded to the State Committee immediately upon completion. The copy thereof shall be retained in the county office.

The first report will be prepared as of September 3 and will indicate the status of performance as of that date. Cumulative totals for succeeding reports shall always include the data for the period for which the report is submitted. Only cumulative totals will be entered on the first report. The second NCR County No. 2 shall cover the period from September 4 to 10, inclusive, and shall be prepared after the close of business on September 10. A period shall be the week from, and including, Saturday to the close of business on the succeeding Friday. Reports will be prepared weekly for each succeeding period.

Form NCR County No. 2 shall be prepared as follows:

1. Enter the name of the county in the first blank line in the upper right-hand corner.
2. Enter the number of the report being submitted in the second blank line of the upper right-hand corner. The report submitted as of September 3 will be numbered "1", and reports for each succeeding week will be numbered consecutively.
3. Enter the period covered by the report in the blank line following the word "Period".

Item 1. Cumulative data for item 1 may be obtained by an actual count of the number of Forms NCR-112 submitted by farm operators, or by taking the total number of entries in column 5 of the Master Office Record (Form NCR County No. 1), which will

indicate in what cases Forms NCR-112 have been submitted by farm operators. Only Forms NCR-112 should be included on which the operator has requested an inspection. The data for the period may be obtained by keeping Forms NCR-112 which are received during such period separate from those which have previously been received, or by keeping a daily cumulative record.

Item 2. Cumulative data and data for the period for item 2 shall be compiled in the same manner as set forth for item 1, except that if the Master Office Record is used, reference should be made to column 6 rather than column 5.

Item 3. In determining the number of farms for which Forms NCR-112 have been submitted, it will be necessary to separate Forms NCR-112 which have been submitted into three groups: namely, owner-operators, share-rent operators, and share-rent landlords. An actual count should be made of the number of farms listed on Forms NCR-112 submitted by owner-operators, share-rent operators, and the number of farms listed on Forms NCR-112 which have been filed by share-rent landlords, but for which Forms NCR-112 have not been submitted by share-rent operators. Care should be taken to avoid duplication of farms for which both the share-rent operator and the share-rent landlord have filed Forms NCR-112.

Item 4. The data for cumulative total for item 4 will be obtained by multiplying the sum of the totals of column (d) and column (e) of the Farm Reporter's Comparison Record by the total of column (b) of such record. Data for the weekly period will be obtained by taking the total of the newly measured farms and the 1936 measured farms appearing in Section 3 of the Farm Reporter's Daily Report.

Item 5. Cumulative data for item 5 will be obtained by taking the total number of acceptable entries (marked ✓) in column 18 of NCR County No. 1. If any Forms NCR-113 have been returned to the community committeemen for correction, and an entry has been made in column 20 of NCR County No. 1 indicating acceptance of the corrected NCR-113, such entry should be included in the total. Data for the weekly period will be obtained from columns 18 and 20 of NCR County No. 1, or if a daily report form is used for the community committeemen similar to the Farm Reporter's Daily Report, the data may be obtained from such form.

Item 6. Cumulative data for item 6 will be obtained by taking the total number of entries for NCR-114 made in column 31 of NCR County No. 1. The entry for the weekly period will be the number of calendar dates entered in column 31 of NCR County No. 1 which are within the period for which the NCR County No. 2 is prepared.

(Note: Instructions for item 7 are applicable only in those counties which have cotton farms or sharecropper farms. Instructions for items 8, 9, and 10 are applicable only to Nebraska and South Dakota.)

Item 7. Cumulative data for item 7 will be obtained by taking the total number of entries for NCR-114A made in column 31 of NCR County No. 1. The entry for the weekly period will be the number of calendar dates entered in column 31 of NCR County No. 1 which are within the period for which the NCR County No. 2 is prepared.

Item 8. Data for item 8 will be a cumulative entry, and no entry will be made for the period. Enter the cumulative number of Statements of Intention on Range Land filed by operators.

Item 9. Cumulative data for item 9 will be the total number of ranching units inspected at the time the report is made. The entry for the period will be the number of ranching units inspected during the period for which the report is submitted. The data for each period will be obtained from the report forms submitted by the range inspector.

Item 10. Cumulative data for item 10 will be the total number of Forms NCR-153 completed in the county office at the time the report is made. The entry for the period will be the number of Forms NCR-153 completed in the county office during the period for which the report is submitted.

Issued July 27, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

Instructions Relative to Determining Performance
Under the Provisions of the 1937 Agricultural
Conservation Program in Tama County. 1/

Contents

- Part I. General Information and Administrative Organization.
- II. Instructions for Distribution and Use of Request for Inspection. (Form NCR-112).
- III. Instructions for Preparation of the Farm Report (Form NCR-113a in the County Office.)
- IV. Instructions to Farm Reporters for First Report of Performance.
- V. Instructions for Review of First Report of Performance in the County Office.
- VI. Instructions to Community Committeemen for Final Report of Performance.
- VII. Instructions for Completion of Final Report of Performance and Preparation of the Summary of Performance in the County Office.

1/ Part I contained herein applies to all counties in the North Central Region, including Tama County, except that: (1) Any references to specific forms in Part I shall be interpreted to apply to the corresponding forms for Tama County; (2) Any provisions in Part I as to measurements to be made at the time of first performance check by farm reporters shall not apply to Tama County. In Tama County aerial photographs will be used for computing acreages and any supplementary measurements necessary will be made at the time of the final check of performance.

Parts II to VII, inclusive, relate only to Tama County.

PART I. GENERAL INFORMATION AND ADMINISTRATIVE ORGANIZATION.

The extent of performance under the provisions of the 1937 Agricultural Conservation Program in the North Central Region will be determined by the North Central Division and State and county committees according to the procedure set forth herein. Instructions pertaining to performance work will be contained in different parts of NCR-111 issued for use by State and county committees, farm reporters, and community committeemen.

Representatives of the North Central Division will confer with State committees regarding the organization and supervision of performance work and the procedure to be followed in the States.

Each State committee will be responsible for the determination of performance in the State and will provide for adequate assistance to county committees through district representatives.

Each county committee will be responsible for the determination of performance on farms and farming units in the county or regarded as located in the county. The county committee will direct the work of the supervisor of performance, farm reporters, community committeemen, and clerical assistants employed to carry out the procedure outlined in the performance instructions.

The farms on which performance is to be checked will be ascertained through the use of Requests for Inspection (Form NCR-112). Farm reporters will begin field work early in July. They will use 1936 measurements wherever possible, make additional measurements needed to determine 1937 acreages, record the use of the land on or about July 1, and record other information on a Farm Report (Form NCR-113). In counties in which aerial surveys are made, no field measurements will be made until fall but farm reporters will visit farms in such counties in July to obtain the other information for the farm report.

In the fall, community committeemen will visit farms for which first reports of performance have been made by farm reporters and will ascertain what practices, if any, have been carried out on such farms and approve such of them as may, under the provisions of the program, be approved, complete the farm report and obtain signatures to the certifications. In counties in which aerial surveys are made aerial photographs will be used in connection with the final determination of performance.

A spot check of the work done in the field and in the county office will be made by the North Central Division and State and county committees. Comparisons will be made of current reports of performance to determine the efficiency of counties and individuals in doing both field and office work.

After the farm reports are returned to the county office, clerical assistants will compute acreages and review the information recorded thereon. Following the final inspection in the fall, summaries of performance will be prepared in the county office.

STATE PERFORMANCE PROCEDURE

Educational work in connection with the determination of performance should begin in the State as soon as possible after receipt of the necessary forms and instructions and should be handled by the State committee and Extension Service in the same manner as the educational work has been conducted in other phases of the program.

The State committee in organizing and conducting the determination of performance work in the State will:

- (1) Supply adequate assistance and supervision to county committees.
- (2) Arrange for the necessary district and county schools of instructions, prepare instructions for measuring land, specify measuring equipment, and issue instructions for computing acreages in the county office.
- (3) Specify the qualifications of supervisors, farm reporters, and clerical assistants and establish the standards to which their work shall conform.
- (4) Assist the county committee in selecting and training the personnel to carry out the work in connection with the determination of performance and take proper action whenever a person employed by the county committee as a supervisor, farm reporter, community committeeman, or clerical assistant, fails to meet the standards established for the performance work.
- (5) Provide for a spot check of work done by supervisors, farm reporters, community committeemen, and clerical assistants and for a systematic comparison of their efficiency.

COUNTY PERFORMANCE PROCEDURE

In organizing and conducting the county performance work, the county committee will:

- (1) Ascertain from the requests for inspection (Form NCR-112) the farms to be visited for the purpose of determining performance. Ascertain from the declaration of intentions and other available information

in the county office what additional farms are to be included on the "Farm Reporter's Work List" and which should be visited for the purpose of ascertaining whether or not performance is to be checked on such farms.

- (2) Specify and obtain the necessary measuring equipment for farm reporters. Equipment used in 1936, if in good condition and acceptable to the State Committee, may be used in 1937.
- (3) Designate, with the approval of the State Committee, a qualified man to act as supervisor of performance work in the county and outline clearly his duties and the extent of his responsibilities and those of each individual under his supervision.
- (4) Direct the supervisor and clerical assistants in preparing a master office record form and lists of assignments to farm reporters; in making certain entries on NCR-113 and in the keeping of such field and office records of the work as are prescribed by the State Committee.
- (5) Supervise the training of prospective farm reporters, such training to include use of 1936 records, identification of 1937 fields, measurement methods, and the execution of clear, complete, and accurate reports.
- (6) In cooperation with the State committee, select the best qualified men to act as farm reporters, assign them their work, and arrange for systematic supervision of their work in the field.
- (7) Provide for sufficient clerical assistants to review the work of reporters as it is returned to the county office, make acreage computations, and prepare farm reports for final performance determination.
- (8) Examine the reports and work of each reporter and clerical assistant and give additional training immediately to those not doing satisfactory work. If additional training does not bring the results up to standard, ask the farm reporter to turn in his assignment and arrange for another reporter to complete the work, or replace the clerical assistant.

- (9) Assist the North Central Division and State committee in spot checking the work done in the field and county office.
- (10) Supervise the final inspection of performance and prepare summaries of performance.

Duties of the Supervisor: It shall be the duty of the supervisor of performance to carry out in detail the instructions of the county committee. The supervisor shall cooperate closely with those in charge of the county office in directing the office work connected with performance. The supervisor shall assist farm reporters as they begin work in the field, and shall cooperate with representatives of the State committee in spot checking the work done by reporters in the field and clerical assistants in the county office. In counties where the extent of cooperation in the program will justify the expense, the county committee may, with the approval of the State committee, designate one or more qualified individuals to act as assistant supervisors in field or office work. The assistant supervisor must have the same outstanding qualifications as the supervisor in order that he may satisfactorily direct the work of farm reporters or clerical assistants.

Before starting work in the field with farm reporters, the supervisor or assistant supervisor should arrange a definite schedule of meetings with reporters. The first schedule should be prepared when assignments are made after the training school, and a copy given to each reporter.

The supervisor shall be responsible to the county committee for a periodic summary of progress made in the field and office and an efficiency comparison of reporters' and clerical assistants' work. He shall immediately call to the attention of the county committee any performance work which is not progressing satisfactorily.

Selection of Farm Reporters: At the close of the training school, the county committee shall submit to the State committee a list of prospective farm reporters with a statement of their qualifications. Such qualifications may include grades in a written examination given by the county committee, together with other evidence of ability to fill reporters' positions. The State committee will return to the county committee as soon as possible a list of those approved for work as farm reporters. Selection of farm reporters shall be made by the county committee from those on the approved list.

Qualifications of a Farm Reporter: The qualifications which should be given must consideration are:

1. His standing and reputation for honesty and diligence in the territory where he will work.

2. His knowledge of and sympathetic attitude toward the program and his ability to give satisfactory service to those with whom he works.
3. His ability to make good use of 1936 records to save time and expense.
4. His accuracy in measuring land and recording facts.
5. His interest in and appreciation of the value of a clear, complete, and accurate written record of the facts on each farm for use by county and State offices in summarizing performance data without delay and misunderstanding.

A county or State committee should not disregard any one of these qualifications nor hesitate to emphasize their importance in successful performance procedure. No reporter shall be employed in 1937 solely upon his past record and without training in the 1937 program and performance procedure.

Duties of the Farm Reporter: The farm reporter shall work as an employee of the county association. The principal work of the farm reporter is to ascertain the facts regarding crops, land uses, practices, and leasing arrangements on the farm at the time of his visit and to make such land measurements as are necessary to compute acreages. He will not classify the use of land nor approve practices adopted. The reporter shall follow carefully the instructions of the county committee in handling his assignments, and his work shall not be considered complete until all his reports have been accepted by the county committee.

COUNTY OFFICE RECORDS

Each county association shall maintain an adequate system of records pertaining to the progress of performance work. A county may adopt or continue to use any system of records provided that such system is approved by the State committee. Such records must contain at least the information which is provided in the forms heretofore furnished the county.

The Master Office Record form should be prepared in the county office according to instructions of the State committee and the suggestions contained herein. Large sheets comparable to listing sheets may be used to include all the column headings needed. Separate sheets should be used for each township or community. The name of each operator and owner who has filed a declaration of intention or has submitted an NCR-112 should appear on the master office record. It will be more convenient, but not absolutely necessary, to have either the serial numbers in numerical order or the names of operators in alphabetical order on the master office record.

Entries should be made in columns 1 to 4, inclusive, of the master office record before any work is assigned to farm reporters, and the entries in the succeeding columns should be made daily as the work progresses.

The daily report form for supervisors and clerical assistants should be prepared in the county office and should include space for information as shown on the form heretofore furnished the county. Each clerk should make a report for each day spent on performance work. Column (c) should be used only when the work done is of the type which can be reviewed. The supervisor or assistant supervisor who reviews the reports of clerical assistants for the county committee should note in the last column any comments regarding the work of the individual. The supervisor should submit the daily reports of his own work to the county committee.

The daily report form for farm reporters should be prepared in the county office and should include space for information as shown on the form heretofore furnished the county. Claim for compensation for a day's work should not be approved for any farm reporter unless a report for that day is on file with the association.

A supply of daily report forms and carbon paper should be furnished to each farm reporter with his assignment. He should fill out the report at the close of each day he works and mail the original to the office of the association. Each reporter should retain carbon copies of his daily reports.

Section 2 provides for acknowledgment of mail received from the county office, for ordering additional supplies, and a transmittal record of the completed NCR-113's and related forms mailed to the county office.

Section 3 provides for additional data showing work done and farms visited during the day. The reporter should enter the number of new farms visited and measured, the number of fields measured, and his estimate of the total acreage of land measured. He shall also record the number of 1936 measured farms on which he made additional measurements, the number of fields on which he makes complete measurements, and his estimate of the total acreage of such fields. On these same 1936 measured farms, the reporter may make one or more measurements on some fields and depend upon 1936 measurements to complete the record for computation of the 1937 acreages. The reporter should enter the number of such partially measured fields and his estimate of the total acreage of such fields.

In Section 4, the farm reporter should enter the day and date and the names of the operators of farms which he is likely to visit on each of the three working days immediately after the day represented by the daily report. If the reporter does not intend to work on any certain day, he should write "off duty" on the line representing that day and date.

Comparison Records: The State committee shall provide each county association with a form for comparison of work done by clerical assistants and also a form for comparison of work done by farm reporters. Column headings of the comparison report forms set forth herein shall be included and instructions below shall be followed in tabulating data in such columns.

Daily reports may be summarized first for individuals by using a separate comparison record for each individual and then by totaling and averaging the entries for a period of days, a week, or a month. Totals and averages for each individual can then be transferred to a comparison record for all farm reporters or for all clerical assistants. If a large number of reporters or clerical assistants are employed, the number of days which they will work to complete the performance procedure will be correspondingly small. In such case, the county committee should call for a summary of the comparable records at the end of the second, third, or fourth day, and at such succeeding intervals as will indicate to them the progress of the work done by each individual. If a relatively small number of clerical assistants and farm reporters are employed, the number of days will be correspondingly greater. In such case, the first comparison should be made at the end of about three days, and the succeeding summarizations of the comparison records can be made weekly.

On the weekly or monthly comparison record for the supervisor and clerical assistants, an individual's name may be entered twice if the person has done two distinct types of work during the period represented in the summary; for example, if a clerical assistant works three days on copy work, and three days on formulas and acreage computation during a week, the weekly comparison record should show the summary of such work on two lines. It may be difficult to show exactly the amount of work which is correctly done, but the comparison should be made as carefully as possible in order that proper emphasis is placed on quality as well as quantity of work. Since the type of work varies considerably, no county totals and averages can be made of entries on this comparison record.

The daily reports of a farm reporter for a given period should first be tabulated on a comparison record for that reporter. In such case, his name should be written in the space above the table, and the day and date of each daily report entered in column (a). Entries from the daily report should be made in succeeding columns on the same line. Enter in column (f) the total acreage of the fields measured on new farms plus the fields entirely measured on 1936 measured farms, as recorded in Section 3 of the daily report. Enter in column (g) the acreage of partially measured fields as recorded in Section 3 of the daily report. Add the entries in columns (f) and (g) and enter the

total in column (h). Determine from measurement records and the map in Section I of NCR-113, whether or not measurements were made in 1937 which were already available on the NCR-10, and enter in Column (i) the number of fields upon which such unnecessary measurements were made. Determine from a study of Sections I and II of NCR-113 whether or not the reporter has correctly interpreted the definition of a field, and enter in column (j) the number of errors due to an incorrect interpretation of such definition. Enter in column (k) the total number of NCR-113's returned to the county office. Since it will not be possible to complete the review of NCR-113 immediately, the entry in column (l) may not represent the same work as is represented by entries in the other columns. Enter in column (m) any explanation of why the entries on this line are high or low, and comments about the quality of work.

In summarizing such comparison record for an individual, total all columns, divide the totals in columns (c), (d), (e), (f), and (g), by the number of days to determine the averages, and transfer the totals and averages to another comparison record on which is entered similar data regarding other reporters.

The supervisor making the tabulations for the county committee should summarize daily reports and tabulated comparisons into monthly reports on the comparison record forms for transmittal to the State office in connection with claims for compensation. The county committee should not certify claims for compensation for supervisor, reporter, or clerical assistant without first studying the comparison records. During the first few days of the performance work, the committee should ask the supervisor for comparison reports frequently in order to maintain the standards established by the State and county committees.

PART II. INSTRUCTIONS FOR DISTRIBUTION AND USE OF REQUEST FOR INSPECTION - (FORM NCR-112)

Immediately upon receipt of the supply of the "Request for Inspection" (Form NCR-112) in the county office, the clerical assistants will stamp or type the county association name and address on the blank side of such form before mailing to all operators and owners of farms in the county. Since the determination of performance will not be made on any farm until an NCR-112 has been signed by either the farm operator or the owner, it is imperative that the preparation and mailing of the NCR-112s be completed without delay.

A letter of transmittal will be prepared in the county office for use in connection with the distribution of the NCR-112. The following letter should be used for this purpose:

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Agricultural Conservation Program
Tama County

Toledo, Iowa

(Date)

Dear Sir:

We are enclosing herewith a Request for Inspection (Form NCR-112) for you to execute if you intend to make an application for payment under the 1937 Agricultural Conservation Program. No farm will be inspected for the purpose of determining the extent of performance under the program unless an NCR-112 is submitted by either the farm operator or the owner. This form is being mailed to farm owners and operators at this time, in order that the first check of performance may be made as soon as possible throughout the county.

In filling in the NCR-112, enter in the proper blank spaces the number of farms with respect to which you are entitled in 1937 to receive all or a share of one or more of the crops produced thereon as, (1) owner-operator, (2) cash tenant, (3) share-tenant, or (4) share-landlord. If you are the owner of a field-rented farm, consider yourself as an "owner-operator" with respect to such farm; if you operate a field-rented tract in a farm, consider yourself as a cash-tenant or share-tenant, as the case may be, with respect to such farm.

If you are the operator or owner of only one farm in the county, enter the name of the township or community in which the farm is located. If you are the operator or owner of more than one farm in the county, you need not enter the names of the townships or communities in which any of the farms are located. After making these entries, sign and enter the date and your post office address in the spaces indicated.

The NCR-112 should be returned promptly so that the first check of performance on your farm or farms may be started immediately.

BY _____
Chairman, Tama County

The returned Forms NCR-112 will serve as a basis for organizing the field work of the farm reporters in the county. As such forms are received in the county office, they should be sorted by townships and used in making a list for each township or area in the county to which a farm reporter will be assigned.

The suggested "Farm Reporter's Work List" form may be used in preparing the list of farms to be visited by the farm reporter.

FARM REPORTER'S WORK LIST

Township or Community		County		Name of Farm Reporter		
1937 Work Sheet Number	Name of Operator	Name of Owner	NCR-112 Signed or Refused		NCR-113a Partly Prepared in County Office	Field Check Made
(a)	(b)	(c)	Opera- tor	Owner	(f)	(g)
1						
2						

Col. (a) - Enter the 1937 work sheet number for each farm which is obtained from NCR-106.

Col. (b) - Enter name of the 1937 operator which is obtained from NCR-106. If there is more than one operator of such farm, enter the names of all such operators opposite the 1937 work sheet number.

Col. (c) - Enter name of the 1937 owner which is obtained from NCR-106. If the farm is owner-operated, the word "Same" may be written in column C.

Col. (d) - Enter a check mark (✓) for those farms for which a signed NCR-112 has been returned to the county office by the operator. No entry will be made if an NCR-112 has not been returned to the county office. If an NCR-112 has been returned to the county office unsigned, enter the word "Refused".

Col. (e) - Enter a check mark (✓) for those farms for which a signed NCR-112 has been returned to the county office by the owner. No entry will be made if an NCR-112 has not been returned to the county office. If NCR-112 has been returned to the county office unsigned, enter the word "Refused".

Col. (f) - Enter a check mark (✓) when an NCR-113a has been prepared in the county office.

Col. (g) - No entry will be made at this time.

PART III. INSTRUCTIONS FOR PREPARATION OF THE FARM REPORT
(FORM NCR-113a) IN THE COUNTY OFFICE.

A Farm Report (Form NCR-113a) will be prepared for each farm for which either the owner or an operator has signed and submitted an NCR-112. Clerical assistants in the county office will enter certain data with a red pencil in Sections I and III of NCR-113a, before such form is used by the farm reporter in the field. Solid lines should be used for permanent boundaries, dotted lines for field divisions without permanent boundaries, and double lines for all roads and lanes.

In these instructions, a farm will be referred to as "identical", "comparable", or "new". An identical farm is one with outside boundary lines exactly the same in 1937 as in 1936, and on which measurements were made and for which an NCR-10 was prepared. A comparable farm is a 1937 farm which is a part of a 1936 measured farm or which includes all or parts of two or more 1936 measured farms, or which includes some land that was measured in 1936 and some land that was not measured in 1936. A new farm is one on which no measurements were made in connection with the 1936 Agricultural Conservation Program.

Before any entries are made in either Section I or Section III of NCR-113a, an examination shall be made of the data on NCR-10 and other 1936 forms, the information available from 1937 declaration of intention, from NCR-112, and from other information available in connection with the 1936 and 1937 programs. After such examination, the 1937 farm will be designated as "identical", "comparable", or "new", by the appropriate entry in the upper left-hand corner of Section I, and data shall be entered in Sections I and III, according to the following instructions:

Section I. For "identical" farms lay the NCR-113a on the NCR-10 over a mimeoscope or lighted ground glass and trace with a red pencil the outside boundary line of the farm and the boundary line of each 1936 field. Enter in each field the 1936 field letter.

For "comparable" farms, trace over a mimeoscope or lighted ground glass or redraft the map on the NCR-113a according to the following instructions:

If the 1937 farm consists of part of a 1936 farm mapped on an NCR-10, trace the outside boundary lines of the land and the field which compose the 1937 farm and enter the 1936 field letters.

If the 1937 farm consists of parts of two or more 1936 farms mapped on different Forms NCR-10, trace from one NCR-10 the outside boundary lines of the land which is a part of the 1937 farm. Trace the boundaries of the 1936 fields and enter the 1936 field letters. Trace, or redraft, if necessary, the remainder of the 1937 farm to the same scale as that used in tracing the first part. Enter the 1936 field letters. Even though two or more fields may have the same letter under some circumstances, make no changes in the 1936 field letters. When more than one NCR-10 is involved, enter under the designation "comparable" the 1936 work sheet numbers shown on the several Forms NCR-10.

If the 1937 farm includes all or a part of a 1936 farm mapped on an NCR-10 and some additional land not mapped, trace the mapped part of the 1937 farm on the NCR-113a and enter the 1936 field letters. Indicate clearly to the farm reporter that the map on the NCR-113a represents only a part of the 1937 farm, and that the reporter is to complete the map.

For "new" farms make no entries in Section I.

Section III. Entries should be made in this section according to information available in the county office from NCR-10, NCR-106, the declaration of intention, and NCR-112. In cases where since 1936 there has been a change in operators, or in the ownership of a farm, it may be advisable to make no entries in Section III, and to instruct the farm reporter to obtain all of the information directly from the operator and owner. In other cases it may be advisable for the clerical assistants to enter such information as is available in the county office in order that the farm reporter may check the entries with the operator and owner. In all such cases, the fact that such check is to be made should be clearly noted on NCR-113a.

Make entries in Section III in the county office as follows:

Line 1. Enter the name and address of the operator. If the farm is operated by more than one operator, list the names and addresses of all such operators in line 1. Make no entry in the last part of the line.

Line 2. If the information in the county office indicates that the operator is also the title holder, write "same" in line 2 in the space provided for owner. If the information in the county office indicates that the operator is not the title holder, enter the name and address of the title holder on line 2. In cases where the cash-tenant landlord subleases his farm to a share-tenant operator, enter the names and addresses of both the cash tenant landlord and the title holder of the land on line 2, and properly identify each. Make no entry in the last part of line 2.

Line 3. Enter the acreage of the entire farm in the space provided. In case of doubt regarding this acreage, leave this item blank for the farm reporter to obtain in the field. Enter the additional information indicated by the wording below the spaces in line 3.

Line 4. Enter the legal description. Such legal description should include the section number and name of township. In case of doubt as to the correct entry, leave this item to be filled in by the farm reporter.

Line 5. Enter the county code and the 1937 work sheet number from NCR-106 Tama County, column 1.

PART IV. INSTRUCTIONS TO FARM REPORTERS FOR THE FIRST REPORT OF PERFORMANCE

After farm reporters have received their instructions and assignments, they shall visit all farms on their work lists, check the 1937 crops and land uses to date, and record the information on the Tama County Farm Report (Form NCR-113a).

The performance check will not be made on any farm until an NCR-112 has been executed for such farm. If a signed NCR-112 has not been returned to the county office and if the operator of a farm indicates to the farm reporter that he does not desire to participate in the 1937 Agricultural Conservation Program, the farm reporter should enter the operator's name and address on the NCR-112 and write the word "Refused" on the NCR-112 followed by the farm reporter's signature and return such NCR-112 to the county office. In such cases the farm reporter will also enter the word "Refused" in column (e) of the farm reporter's work list. No claim for compensation for checking performance on a farm will be approved unless an NCR-112 is signed and submitted by either the operator or the owner of such farm.

The reporter shall in no case make any erasures of the red entries made in the county office on an NCR-113a. Corrections will be made by striking a light line through the entry and making the correct entry above or at the side of the original entry.

After the NCR-112 has been signed, the reporter, with the aid of the operator or owner, should proceed by verifying or completing the entries on NCR-113a, Section III.

Section III - Identification of Farm. On line (1) enter or verify the name and address of the farm operator as of June 30, 1937, and enter at the right the date (day and month) in 1937 when

he assumed such a relationship to the farm. On line (2) enter or verify the name and address of the owner of the farm as of June 30, 1937, and enter the date in 1937 when he assumed such a relationship. If the operator or owner of a farm assumed such relationship to such farm prior to January 1, 1937, enter January 1, 1937. On line (3) enter or verify the total acreage of the farm; the distance and direction from the nearest town; the name of the road on which it is located if such a particular designation applies, as "U.S. 30", "County Road-A", or "Willow Creek Road"; and the minor civil division in which the farm is located. On line (4) enter or verify the legal description of the farm. Farm reporters should make no entry in item (5).

Section I - Map of Farm. In preparing the map, the farm reporter will indicate fence lines by solid lines and field divisions without fences by dotted lines. Double lines will be used to indicate public and private roads, or lanes, adjoining or through the farm.

For the purpose of indicating performance in 1937, any tract of land devoted to the production of a crop or to a land use or building practice that is different from that on adjoining land within the same permanent boundary lines on a farm is considered a field. For example: (1) if soybeans are grown on a 40-acre area within the same boundaries and part of the area is harvested as grain, and part of the area is plowed under as green manure and followed by a winter cover crop, each part will be considered as a separate field; (2) if corn is grown on areas on two sides of a permanent boundary on the same farm, each area will be considered as a separate field; (3) if wheat and oats are grown on a 20-acre area within the same permanent boundaries, each part will be considered as a separate field.

If the field checked and mapped is part of a larger area within a permanent boundary, the reporter shall indicate by distance and direction from permanent landmarks on the map the division line between the parts of the field, or shall leave a permanent marker at the corners of the field which can be found by the committeeman who, by use of the aerial photograph, will approve practices and make necessary supplementary measurements at the time of the final performance check in the fall.

Separate computations must be made for acreages of; (1) each crop in the intertilled limit; (2) old stands of legumes and perennial grasses on cropland; (3) each kind of new seeding or tree planting made in 1937; (4) idle cropland; (5) new acreages of the following crops: Sorghums for hay and forage, rape, soybeans, sudan grass, and millet, followed by a soil-conserving or winter cover crop; and (6) other acreage upon which any approved soil-building practice is adopted.

An exception to the general definition of a field may be made in the case of certain crops on adjacent land within the same permanent field boundaries. Crops which may be considered together as one field include; (1) oats, barley, rye, flax, buckwheat, emmer, speltz, and mixtures of such crops; (2) any of the following crops not followed by a soil-conserving or winter cover crop; sorghums for hay and forage, rape, soybeans, sudan grass, and millet.

When such crops are grouped together and considered as one field, the reporter should list in Section II, column (c), the several crops and the proportion of each crop. For example, if half of an area within a permanent boundary is in oats and half in barley, the area on which the two crops are grown may be considered as one field if both crops are utilized in the same manner, and the entry in Section II, column (c) should be "Oats 1/2 and Barley 1/2."

Other exceptions to the general definition of a field may occur on commercial vegetable farms where several kinds of vegetables may be grouped together as truck crops or under other common terms in use in the county.

In checking performance the reporter will follow two different procedures; one, for farms measured in 1936, the other for new farms.

A. Procedure on Identical and Comparable Farms. The farm reporter should contact the operator or the owner and check the map showing the 1936 fields. All changes should be shown on the map. All 1937 field letters should be entered with ordinary black lead pencil to distinguish them from the 1936 (red) entries previously made in the county office. Where two 1936 fields are combined into one field in 1937, a wavering black line over the red line will indicate the removal of the fence or other boundary.

If on or before June 30, 1937, land has been added or dropped from the farm as shown by the map drawn in red in the county office, the reporter should clearly indicate which land is dropped, or should draw a supplemental map of the added land.

For all cases of added or dropped land, the reporter must record complete notes on the NCR-113a, using the reverse side if necessary, which will make the details of the case perfectly clear to those in the county office. Such notes should clearly indicate the name of the operator and owner of the farm in 1936 and 1937, and to whom or from whom the tract of land was transferred.

B. Procedure on New Farms. If a farm has not been previously measured, the farm reporter will proceed to draw an outline

map of the farm. This map need not be drawn to scale but should show the relative size of the fields in the farm. He shall also proceed to inspect all land in the farm in accordance with the instructions to farm reporters.

Completion of Map on All Farms. After the map has been drawn or checked, the reporter shall assign a new field letter to each field commencing in the upper left-hand corner of the map with the letter "A". If space permits, the name of the 1937 crop or land use may be written in each field in order to check the entries in the other sections of NCR-113a. Assign the letter "Y" to noncrop plowable pasture and to noncrop wild hay land. Assign the letter "Z" to other noncropland on which soil-building practices are adopted in 1937. Use the letter "X" for all other noncropland, such as nonplowable permanent pasture, roads, lanes, buildings, feed lots, woodland, wasteland, ponds, lakes, etc.

Section II. 1937 History of Fields. After the map of the farm has been completed, the farm reporter will execute the First Report of Performance in Section II, columns (a) and (c).

Column (a). Enter the field letter by which the field was designated on the 1936 map. If a part of a 1936 field appears as a separate field on the 1937 map, enter the 1936 field letter in column (a) with a minus sign after it, as "A-". If a 1937 field is made up of parts of two or more 1936 fields, enter the 1936 letters, as "A-", "B", (part of "A" and all of "B"), or "A- B-", (Part of "A" and part of "B"). In case land not measured in 1936 has been put into a crop in 1937 and is an addition to a 1936 field, follow the 1936 field letter with a plus sign, as "A+". If the farm was not measured in 1936, make no entries in column (a).

Column (c). Enter in column (c) the name of the crop or the use being made of each field at the time of this visit. Particular attention should be given to old stands of legumes and grasses. Examples of entries in column (c) are: "Corn", "Grain sorghums for grain", "Sorghums for forage", "Old alfalfa good stand", "Idle cropland", and "Good stand sweet clover seeded spring 1937 with half seeding of Barley, pastured."

Since the number of words which can be written on a line in column (c) is limited, it is important that the terms used be brief but they must also clearly and concisely describe the crop and land use. This information will be used in the county office for classification of land and will be reviewed by representatives of the State committee. Statements on crops, land uses, and practices must, therefore, be perfectly clear to anyone reviewing the forms. The wording of the entries in column (c) should indicate the difference between:

1. Good stand of old and new seedings of legumes or perennial grasses.

- A. An acreage on which there is a good stand of legumes or perennial grasses seeded or self-seeded before November 1, 1936, such as "old alfalfa, good stand,"

contrasted with

- B. An acreage on which there is a good stand of legumes or perennial grasses seeded between November 1, 1936, and October 31, 1937, such as "good stand alfalfa seeded spring of 1937, evidence filed."

2. Good stands and partial stands or failures of legumes or perennial grasses.

- A. Good stand of old or new seeding of legumes or perennial grasses such as "old alfalfa, good stand July 1," or "alfalfa, good stand, seeded 1937,"

contrasted with

- B. Poor stands or failures of old or new seedings of legumes or perennial grasses such as "old alfalfa, failed before July 1" or "1937 seeded alfalfa, failed."

3. Nurse crops and Grain crops.

- A. New seedings of legumes or perennial grasses with nurse crops planted at half the normal rate of seeding and used only for pasture or not harvested, such as "1937 seeding sweet clover, oats half seeding, pastured,"

contrasted with

- B. New seedings of legumes or perennial grasses with grain crops planted at the full rate of seeding or harvested for hay or grain, such as "1937 sweet clover, oats, full seeding, pastured," or "1937 sweet clover, oats half seeding, cut for grain."

4. Adapted and Unadapted Seeds.

- A. New seedings of adapted alfalfa or red clover, such as "1937 seeding red clover, evidence of origin attached or filed,"

contrasted with

- B. New seedings of alfalfa or red clover, such as "1937 seeding red clover, unknown origin."
- 5. Known and Unknown mixtures of legumes or perennial grasses.
 - A. Definitely known mixtures of legumes or perennial grasses such as "Pasture mixture, timothy 40%, blue grass 15%, other grasses 45%,"
contrasted with
 - B. Unknown mixtures of legumes or perennial grasses, such as "Pasture mixture."
- 6. Good farming practices and Poor farming practices.
 - A. Adoption of seeding, tree planting, or other soil-building practices according to good farming or tree culture practices, such as "1937 seeding alfalfa failed, good seed bed 12 lbs, per acre" or "1937 planting trees failed, 400 per acre, fenced, cultivated,"
contrasted with
 - B. Adoption of seeding, tree planting, or other soil-building practices by methods not in conformity with good farming practice, such as "1937 seeding alfalfa failed, poor seed bed, no moisture, 6 lbs, per acre" or "1937 planting trees failed, 200 per acre damaged by livestock, not cultivated."
- 7. Crop failure and idle land.
 - A. Failure of corn, grain sorghums, mangels, cow-beets, truck and vegetable crops, bulbs, or flowers; such as "corn, failed,"
contrasted with
 - B. Idle land not planted in 1937, such as "Idle, not planted in 1937."

In all cases the farm reporter must enter in column (c) the name of the crop or the use of the land at the time of his visit to the farm.

While a complete report of building practices adopted cannot be made until the time of the final performance check, the

farm reporter may be able to obtain information relative to some of the practices adopted at the time of the first inspection. If a practice has been completed at the time of the reporter's first inspection, enter on the proper line in column (c) the name of the soil-building practice adopted on the field. If phosphates, for example, have been applied, note the rate per acre and the kind and test of material used. Indicate the kind and total amount of limestone applied on each field. For example, "25 tons of ground limestone," or "18 cubic yards of water softening process lime", "22,400 pounds of hydrated lime."

The farm reporter should inquire of the operator or the owner of the farm whether or not any portion of the labor, seed, or material used for any soil-building practice is furnished free or paid for by any State or Federal agency and should enter in column (c) of Section II a notation setting forth the facts concerning any soil-building practice for which all or any portion of the labor, seed, or materials used for such practices is furnished free or paid for by any State or Federal agency.

If, on or before the farm reporter's inspection, there has been incorporated into the soil on vegetable land as green manure by plowing or disking of a good vegetative growth of soybeans, velvet beans, cowpeas, rye, or barley, the entry in column (c) should give a clear description and the date, such as "soybeans, good growth on vegetable land plowed under July 15" or "barley, good growth on vegetable land disced in July 20."

Fields designated by "Y" shall include noncrop plowable pasture and noncropland devoted to the production of wild hay. The "Y" line should be divided horizontally and marked "Y₁" and "Y₂" in column (b) and the fields so designated on the map when a practice is adopted on only a part of the pasture.

Fields designated by "Z" include other noncrop (nonplowable) land on which a practice is adopted in 1937, such as reseeding or tree planting. If two practices are adopted on different parts of such land, the "Z" line in Section II should be divided horizontally and marked "Z₁" and "Z₂" in column (b), and the fields on which practices were adopted should be so designated on the map.

The farm reporter need not make any entries for "X" land in Section II but should be sure all such land is properly designated on the map.

The farm reporter will make no entries in column (d) as all entries of acreages will be made in the county office. Columns (e) and (f) are not to be used until the final check of performance is made as of October 31, 1937.

Sections IV - VII, inclusive. The farm reporter will make entries in these sections in cooperation with the 1937 farm operator or the 1937 owner who has signed and submitted an NCR-112. Where practicable, the farm reporter will consult the share-rent owner, as well as the operator, regarding the entries in Sections V and VI.

Section IV - Commercial Vegetables. Commercial vegetables means vegetables and truck crops (including Irish potatoes, sweet-potatoes, tomatoes, green beans, pumpkins, cucumbers, melons, cantaloupes, commercial bulbs and flowers, strawberries, and sweet corn, but excluding peas for canning and sweet corn for canning) of which the principal part is sold to persons not living on the farm. If commercial vegetables or truck crops were grown on a farm in 1936, the farm reporter should inquire regarding the specific fields on which these crops were grown and enter in the space provided the field letters of such fields. If all of the fields on the farm were devoted to the production of one or more crops of commercial vegetables in 1936, the farm reporter may enter the word "All" in lieu of the individual field letters.

If the farm was not measured in 1936, and it is not possible to establish the location of the 1936 commercial vegetable crops through the use of the 1937 field letters, the farm reporter should make such notations along the side of the 1937 map or on the reverse side of the NCR-113a, as will make it possible for the county committee to determine the acreages of land devoted to the production of commercial vegetables in 1936.

Sections V and VI. Before executing these two Sections, the farm reporter shall familiarize himself with Sections 1 and 2 of Part V, and the definitions of operator, owner, farm, and tract, as set forth in Part I of NCR-B-101, Tama County, (as amended).

If the answer to question 1, Section VI is "yes", no additional entry need be made in Section VI and only the first question of Section V need be answered.

If the answer to question 1, Section VI, is "no", and the answer to question 2, Section VI is "yes", no additional entries need be made in Section VI and questions 1 and 2, Section V, must be answered.

If the answers to both questions 1 and 2 of Section VI are "no", this indicates that all or a part of the farm is rented for cash, or that one or more tracts on this farm are rented on shares, and the table below question 2 in Section VI shall be executed by the farm reporter and operator or owner as follows:

If the entire farm is cash-rented by one cash tenant, enter the cash tenant's name in column (a); enter "all" in column (b); enter "cash tenant" in column (c); and enter the total acreage of

the farm in column (d). If one or more tracts on this farm are rented for either cash or shares, or both, enter the name of each operator on this farm in column (a); enter the field letters representing the tract operated by each operator on the respective lines in column (b); indicate in column (c) whether each operator is the title owner, cash-tenant, or share-tenant on the tract operated by him; and enter in column (d) the total acreage in the tract operated by the respective operators.

In answering question 2 of Section V, the farm reporter, where practicable, should contact the owner of the land and obtain the answers from him. If it is not practicable to contact the owner of the land, the farm reporter should inquire of the operator regarding question 2 in Section V, and make such notations as will clearly indicate that the answer has been obtained from the operator rather than the owner, such as "Data in Section V obtained from operator."

If an NCR-112 has been signed and submitted for the farm by the owner but not by the operator, and it is definitely known that the operator has refused to sign an NCR-112, the farm reporter shall not enter an answer to question 1, but should answer question 2 of Section VI as though he were obtaining the information from the operator, and should write in the margin alongside of Section VI the words "Operator refused to sign NCR-112."

Section VII. Before signing and dating the certification in Section VII, the farm reporter should review his entries in Sections I to VI, inclusive, to make certain that all entries are correct. After this is done, the farm reporter should sign and date the certification in item I of Section VII. Items 2 and 3 of Section VII will not be completed at this time.

These instructions pertain only to the first check of performance. Later instructions will be issued for the final performance check after the 1937 aerial photographs are available.

PART V. INSTRUCTIONS FOR REVIEW OF THE FIRST REPORT OF PERFORMANCE IN THE COUNTY OFFICE

After studying the procedure and instructions contained in Parts III and IV of NCR-111-Tama County, clerical assistants will examine carefully each NCR-113a immediately after its return to the county office. Such examination should include a check of every entry which the reporter has been instructed to make on the NCR-113a. Each entry must be clear, complete, and accurate.

The attached check sheet is suggested for use in checking each NCR-113a.

If the examination of NCR-113a shows that any entry is not clear, complete, or accurate, the NCR-113a and attached check sheet should be called to the attention of the supervisor or assistant supervisor. In such cases, the NCR-113a should be returned to the reporter with sufficient instructions to enable the reporter to explain, complete, or correct any entries.

No erasures shall be made on the NCR-113a. When any entry is corrected, the original entry shall be stricken with a light line and the new entry placed above or beside the original entry. The initials of the person making the correction and the date on which such correction is made should also be entered.

Farm reporters should correct and return all suspended forms within a reasonable time. The supervisor or assistant supervisor should keep the master office records up to date and check frequently to see that suspended forms are being corrected and returned promptly by the farm reporters to the county office.

In making the detailed examination of each NCR-113a and in filling out the check sheet, the clerical assistants should pay particular attention to the following items:

Section III - Identification of Farm.

1. See that each line contains an entry either in red or black.
2. Note any changes from red entries and make certain that each entry is clear, complete, and accurate.

Section I - Map of Farm.

1. Check the map with the acreage in Section III, line 3, and with the legal description in Section III, line 4.
2. Note all changes from red entries and check each entry made in black for clearness, completeness, and accuracy.
3. See that 1937 field letters have been assigned to all land.
4. Check for special notations beside the map, or on the reverse side.

Section II. - 1937 History of Fields.

1. Columns (a) and (b) - Check for agreement between letters and boundaries on the map, Section I, to make certain that the record is clear, no field has been omitted, and no area or field has been recorded more than once in Section II, and that instructions regarding lettering of all 1937 land have been followed.
2. Column (c) - See that there is agreement between columns (b) and (c) of Section II, and the map, Section I, regarding the application of the definition of a field according to instructions to farm reporters. Examine

the wording in column (c) to make certain it is clear and complete and in such terms as will be understandable to the community committeeman when he completes the final check of performance in the fall, and will make it possible for the county committee to correctly classify land and summarize performance data for the farm. Since only a limited number of words can be written in the space in column (c), and later in column (f), it is very important that instructions in Part IV of NCR-111-Tama County be followed, and that the description be entirely clear and understandable to those in the county office.

Section IV - Commercial Vegetables.

Check any entry in item 1 with the map in Section I, and with Section II, column (c), for clearness and accuracy.

Section V - Other Owned and Operated Land.

Check the entries for completeness and accuracy, and with any information or records available in the county office.

Section VI - Leasing or Operating Agreement.

Check the answers to the two questions for clearness and completeness. If the table contains any entries, check Section VI, column (b) with Section II, column (b).

Section VII - Certification by Reporter.

Check the date and signature in item 1.

As soon as the Forms NCR-113a have been checked and accepted for the first performance report, a final performance "work list" form should be prepared by townships or communities, and the farms with accepted reports listed. The form below is suggested for use by the county office in recording and organizing the assignments for the final check of performance.

NCR-113a CHECK SHEET FOR FARM REPORTERS AND COUNTY OFFICE

SECTION III. Identification of Farm.

- _____ 1. Name - address - 1937 date.
- _____ 2. Name - address - 1937 date.
- _____ 3. Acres in farm - Location.
- _____ 4. Legal description.
- _____ 5. County code - 1937 Work Sheet No. -

1937 Work Sheet No.

Checked by

Date

SECTION I. Map of Farm.

- _____ 1. Agrees with description in line 4, Section III.
- _____ 2. All changes (black) clear.
- _____ 3. 1937 field letters assigned to all land.
- _____ 4. Special notes _____ (yes or no).

SECTION II. History of Fields.

- _____ 1. Letters in Col. (a) check with the map.
- _____ 2. Letters in Col. (b) check with the map.
- _____ 3. Description Col. (c) clear.

SECTION IV. Commercial Vegetables.

- _____ 1. Vegetable field letters entered.

SECTION V. Other Owned and Operated Land.

- _____ 1. Entry in item 1.
- _____ 2. Entry in item 2.

SECTION VI. Leasing or Operating Agreement.

- _____ 1. Owner question answered.
- _____ 2. Share rent question answered.
- _____ 3. Entries in the table complete and clear.

SECTION VII. Certification by Reporter.

- _____ 1. Dated.
- _____ 2. Signed by reporter.

Amendment No. 1 to
NCR-111 (Preliminary)



Issued July 9, 1937.

JUL 27 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM - NORTH CENTRAL DIVISION
(Applicable only in Nebraska and South Dakota)

Section IV, Part IV of the "Instructions to Farm Reporters for the First Report of Performance", NCR-111 (Preliminary), provides for the recommendation of the carrying capacity of noncrop plowable pasture on individual farms by the farm reporter at the time of checking performance on such farms and that such recommendations shall be entered in Section IV of the farm report, Form NCR-113, in terms of total animal units.

The carrying capacity of noncrop plowable pasture in Nebraska and South Dakota, because of differences in rainfall, varies from a very high carrying capacity in the eastern sections of the States to a very low carrying capacity in the western sections of the States. There are also wide variations in such carrying capacity in many counties because of differences in soil types.

In order to properly determine the carrying capacity of the noncrop plowable pasture for individual farms on a basis of the county average and to obtain as much correlation as possible between the grazing capacity of range land under the range program and the grazing capacity of noncrop plowable pasture under the agricultural conservation program in a county, the procedure outlined in Section IV, Part IV, of NCR-111 (Preliminary), is amended for Nebraska and South Dakota as follows:

1. The farm reporter after inspection will recommend the grazing capacity of noncrop plowable pasture land and noncropland used for the production of wild hay, determine the acreage of noncrop plowable pasture and the acreage of noncropland used for the production of wild hay, and enter such data in paragraphs 1 and 2 of Section IV of the farm report, Form NCR-113, as follows:
 - (a) Enter in the space provided in paragraph 1 the grazing capacity of the noncrop plowable pasture land in the farm. When making recommendations of grazing capacity, compare the types of grass, density, palatability, and

growth of grass on the noncrop plowable pasture land on each farm with that on neighboring farms and for the community as a whole and estimate the grazing capacity for the total acreage of noncrop plowable pasture land on the farm for a normal grazing season. Such grazing capacity shall be entered as a percent of the average grazing capacity for the community. The average grazing capacity for the community will be regarded as 100.

- (b) Enter in the space provided in paragraph 1 the acreage of noncrop plowable pasture in the farm. The reporter will determine the acreage of noncrop plowable pasture by using the measurements made on adjoining cropland and by additional visual measurements.
 - (c) Enter in the appropriate spaces in paragraph 2 the acreage and grazing capacity of the noncropland used for the production of wild hay. The reporter will consider the noncropland used for the production of wild hay as though such land were used for grazing during the normal pasture season. The grazing capacity and the acreage of noncropland used for the production of wild hay will be determined in a similar manner as outlined in steps (a) and (b) above for the noncrop plowable pasture.
2. Enter in the space provided in paragraph 3 of Section IV of the farm report, Form NCR-113, the acreage of "go-back" land in the farm. Paragraph 3 will be used only on dryland farms on which there is located an acreage of "go-back" land which has been recorded with and accepted by the county committee. If such land was not measured in 1936, the reporter will determine the acreage of such "go-back" land by using the measurements made on adjoining cropland and by additional visual measurements.

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Issued July 26, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER THE PROVISIONS OF THE 1937 AGRICULTURAL CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION

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PART I. GENERAL INFORMATION AND ADMINISTRATIVE ORGANIZATION

The extent of performance under the provisions of the 1937 Agricultural Conservation Program in the North Central Region will be determined by the North Central Division and State and county committees according to the procedure set forth herein. Instructions pertaining to performance work will be contained in different parts of NCR-111 issued for use by State and county committees, farm reporters, and community committeemen.

Representatives of the North Central Division will confer with State committees regarding the organization and supervision of performance work and the procedure to be followed in the States.

Each State committee will be responsible for the determination of performance in the State and will provide for adequate assistance to county committees through district representatives.

Each county committee will be responsible for the determination of performance on farms and farming units in the county or regarded as located in the county. The county committee will direct the work of the supervisor of performance, farm reporters, community committeemen, and clerical assistants employed to carry out the procedure outlined in the performance instructions.



2 INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE

The farms on which performance is to be checked will be ascertained through the use of a request for inspection (form NCR-112). Farm reporters will begin field work early in July. They will use 1936 measurements wherever possible, make additional measurements needed to determine 1937 acreages, record the use of the land as of July 1, and record other information on a farm report (form NCR-113). In counties in which aerial surveys are made, no field measurements will be made until fall but farm reporters will visit farms in such counties in July to obtain other information for the farm report.

In the fall, community committeemen will visit farms for which first reports of performance have been made by farm reporters and will ascertain what practices, if any, have been carried out on such farms and approve such practices as may be approved under the provisions of the program, complete the farm report, and obtain signatures to the certifications. In counties in which aerial surveys are made, aerial photographs will be used in connection with the final determination of performance.

A spot check of the work done in the field and in the county office will be made by the North Central Division and State and county committees. Comparisons will be made of current reports of performance to determine the efficiency of counties and individuals in doing both field and office work.

After the farm reports are returned to the county office, clerical assistants will compute acreages and review the information recorded thereon. Following the final inspection in the fall, summaries of performance will be prepared in the county office.

STATE PERFORMANCE PROCEDURE

Educational work in connection with the determination of performance should begin in the State as soon as possible after receipt of the necessary forms and instructions and should be handled by the State committee and Extension Service in the same manner as the educational work has been conducted in other phases of the program.

The State committee in organizing and conducting the determination of performance work in the State will:

- (1) Supply adequate assistance and supervision to county committees.

- (2) Arrange for the necessary district and county schools of instructions, prepare instructions for measuring land, specify measuring equipment, and issue instructions for computing acreages in the county office.

- (3) Specify the qualifications of supervisors, farm reporters, and clerical assistants and establish the standards to which their work shall conform.

- (4) Assist the county committee in selecting and training the personnel to carry out the work in connection with the determination of performance and take proper action whenever a person, employed by the county committee as a supervisor, farm reporter, community committeeman, or clerical assistant, fails to meet the standards established for the performance work.

(5) Provide for a spot check of work done by supervisors, farm reporters, community committeemen, and clerical assistants and for a systematic comparison of their efficiency.

COUNTY PERFORMANCE PROCEDURE

In organizing and conducting the county performance work, the county committee will:

(1) Ascertain from the requests for inspection (Form NCR-112) the farms to be visited for the purpose of determining performance. Ascertain from the declaration of intentions and other available information in the county office what additional farms are to be included on the "Farm Reporter's Work List" and which should be visited for the purpose of ascertaining whether or not performance is to be checked on such farms.

(2) Specify and obtain the necessary measuring equipment for farm reporters. Equipment used in 1936, if in good condition and acceptable to the State committee, may be used in 1937.

(3) Designate, with the approval of the State committee, a qualified man to act as supervisor of performance work in the county and outline clearly his duties and the extent of his responsibilities and those of each individual under his supervision.

(4) Direct the supervisor and clerical assistants in preparing a master office record form and lists of assignments to farm reporters; in making certain entries on NCR-113 and in the keeping of such field and office records of the work as are prescribed by the State committee.

(5) Supervise the training of prospective farm reporters, such training to include use of 1936 records, identification of 1937 fields, measurement methods, and the execution of clear, complete, and accurate reports.

(6) In cooperation with the State committee, select the best qualified men to act as farm reporters, assign them their work, and arrange for systematic supervision of their work in the field.

(7) Provide for sufficient clerical assistants to review the work of reporters as it is returned to the county office, make acreage computations, and prepare farm reports for final performance determination.

(8) Examine the reports and work of each reporter and clerical assistant and give additional training immediately to those not doing satisfactory work. If additional training does not bring the results up to standard, ask the farm reporter to turn in his assignment and arrange for another reporter to complete the work, or replace the clerical assistant.

(9) Assist the North Central Division and State committee in spot-checking the work done in the field and county office.

(10) Supervise the final inspection of performance and prepare summaries of performance.

Duties of the supervisor.—It shall be the duty of the supervisor of performance to carry out in detail the instructions of the county committee. The supervisor shall cooperate closely with those in charge of the county office in directing the office work connected with performance. The supervisor shall assist farm reporters as

they begin work in the field, and shall cooperate with representatives of the State committee in spot-checking the work done by reporters in the field, and clerical assistants in the county office. In counties where the extent of cooperation in the program will justify the expense, the county committee may, with the approval of the State committee, designate one or more qualified individuals to act as assistant supervisors in field or office work. The assistant supervisor must have the same outstanding qualifications as the supervisor in order that he may satisfactorily direct the work of farm reporters or clerical assistants.

Before starting work in the field with farm reporters, the supervisor or assistant supervisor should arrange a definite schedule of meetings with reporters. The first schedule should be prepared when assignments are made after the training school, and a copy given to each reporter.

The supervisor shall be responsible to the county committee for a periodic summary of progress made in the field and office and an efficiency comparison of reporters' and clerical assistants' work. He shall immediately call to the attention of the county committee any performance work which is not progressing satisfactorily.

Selection of farm reporters.—At the close of the training school, the county committee shall submit to the State committee a list of prospective farm reporters with a statement of their qualifications. Such qualifications may include grades in a written examination given by the county committee, together with other evidence of ability to fill reporters' positions. The State committee will return to the county committee as soon as possible a list of those approved for work as farm reporters. Selection of farm reporters shall be made by the county committee from those on the approved list.

Qualifications of a farm reporter.—The qualifications which should be given most consideration are:

1. His standing and reputation for honesty and diligence in the territory where he will work.

2. His knowledge of and sympathetic attitude toward the program and his ability to give satisfactory service to those with whom he works.

3. His ability to make good use of 1936 records to save time and expense.

4. His accuracy in measuring land and recording facts.

5. His interest in and appreciation of the value of a clear, complete, and accurate written record of the facts on each farm for use by county and State offices in summarizing performance data without delay and misunderstanding.

A county or State committee should not disregard any one of these qualifications nor hesitate to emphasize their importance in successful performance procedure. No reporter shall be employed in 1937 solely upon his past record and without training in the 1937 program and performance procedure.

Duties of the farm reporter.—The farm reporter shall work as an employee of the county association. The principal work of the farm reporter is to ascertain the facts regarding crops, land uses, practices, and leasing arrangements on the farm at the time of his

visit and to make such land measurements as are necessary to compute acreages. He will not classify the use of land nor approve practices adopted. The reporter shall follow carefully the instructions of the county committee in handling his assignments, and his work shall not be considered complete until all his reports have been accepted by the county committee.

COUNTY OFFICE RECORDS

Each county association shall maintain an adequate system of records pertaining to the progress of performance work. A county may adopt or continue to use any system of records provided that such system is approved by the State Committee. Such records must contain at least the information which is provided in the forms which have heretofore been furnished. The instructions which follow are applicable to such forms.

The master office record form should be prepared in the county office according to instructions of the State committee and the suggestions contained herein. Large sheets comparable to listing sheets may be used to include all the column headings needed. Separate sheets should be used for each township or community. The name of each operator and owner who has filed a declaration of intention or has submitted an NCR-112 should appear on the master office record. It will be more convenient, but not absolutely necessary, to have either the serial numbers in numerical order or the names of operators in alphabetical order on the master office record.

Entries should be made in columns 1 to 4, inclusive, of the master office record before any work is assigned to farm reporters, and the entries in the succeeding columns should be made daily as the work progresses.

The daily report form for supervisors and clerical assistants should be prepared in the county office and should include space for information as shown on the form which has heretofore been furnished the county. Each clerk should make a report for each day spent on performance work. Column (c) should be used only when the work done is of the type which can be reviewed. The supervisor or assistant supervisor who reviews the reports of clerical assistants for the county committee should note in the last column any comments regarding the work of the individual. The supervisor should submit the daily reports of his own work to the county committee.

The daily report form for farm reporters should be prepared in the county office and should include space for information as shown on the form which has heretofore been furnished the county. Claim for compensation for a day's work should not be approved for any farm reporter unless a report for that day is on file with the association.

A supply of daily report forms and carbon paper should be furnished to each farm reporter with his assignment. He should fill out the report at the close of each day he works and mail the original to the office of the association. Each reporter should retain carbon copies of his daily reports.

Section 2 provides for acknowledgment of mail received from the county office, for ordering additional supplies, and a transmittal rec-

ord of the completed NCR-113's and related forms mailed to the county office.

Section 3 provides for additional data showing work done and farms visited during the day. The reporter should enter the number of new farms visited and measured, the number of fields measured, and his estimate of the total acreage of land measured. He shall also record the number of 1936 measured farms on which he made additional measurements, the number of fields on which he makes complete measurements, and his estimate of the total acreage of such fields. On these same 1936 measured farms, the reporter may make one or more measurements on some fields and depend upon 1936 measurements to complete the record for computation of the 1937 acreages. The reporter should enter the number of such partially measured fields and his estimate of the total acreage of such fields.

In section 4, the farm reporter should enter the day and date and the names of the operators of farms which he is likely to visit on each of the 3 working days immediately after the day represented by the daily report. If the reporter does not intend to work on any certain day, he should write "off duty" on the line representing that day and date.

Comparison records.—The State committee shall provide each county association with a form for comparison of work done by clerical assistants and also a form for comparison of work done by farm reporters. Column headings of the comparison report forms which have been furnished the county shall be included and instructions below shall be followed in tabulating data in such columns.

Daily reports may be summarized first for individuals by using a separate comparison record for each individual and then by totaling and averaging the entries for a period of days, a week, or a month. Totals and averages for each individual can then be transferred to a comparison record for all farm reporters or for all clerical assistants. If a large number of reporters or clerical assistants are employed, the number of days which they will work to complete the performance procedure will be correspondingly small. In such case, the county committee should call for a summary of the comparable records at the end of the second, third, or fourth day, and at such succeeding intervals as will indicate to them the progress of the work done by each individual. If a relatively small number of clerical assistants and farm reporters are employed, the number of days will be correspondingly greater. In such case, the first comparison should be made at the end of about 3 days, and the succeeding summarizations of the comparison records can be made weekly.

On the weekly or monthly comparison record for the supervisor and clerical assistants, an individual's name may be entered twice if the person has done two distinct types of work during the period represented in the summary; for example, if a clerical assistant works 3 days on copy work, and 3 days on formulas and acreage computation during a week, the weekly comparison record should show the summary of such work on two lines. It may be difficult to show exactly the amount of work which is correctly done, but the comparison should be made as carefully as possible in order that proper emphasis is placed on quality as well as quantity of work. Since the

type of work varies considerably, no county totals and averages can be made of entries on this comparison record.

The daily reports of a farm reporter for a given period should first be tabulated on a comparison record for that reporter. In such case, his name should be written in the space above the table, and the day and date of each daily report entered in column (a). Entries from the daily report should be made in succeeding columns on the same line. Enter in column (f) the total acreage of the fields measured on new farms plus the fields entirely measured on 1936 measured farms, as recorded in section 3 of the daily report. Enter in column (g) the acreage of partially measured fields as recorded in section 3 of the daily report. Add the entries in columns (f) and (g) and enter the total in column (h). Determine from measurement records and the map in section 1 of NCR-113, whether or not measurements were made in 1937 which were already available on the NCR-10, and enter in column (i) the number of fields upon which such unnecessary measurements were made. Determine from a study of sections I and II of NCR-113 whether or not the reporter has correctly interpreted the definition of a field, and enter in column (j) the number of errors due to an incorrect interpretation of such definition. Enter in column (k) the total number of NCR-113's returned to the county office. Since it will not be possible to complete the review of NCR-113 immediately, the entry in column (l) may not represent the same work as is represented by entries in the other columns. Enter in column (m) any explanation of why the entries on this line are high or low, and comments about the quality of work.

In summarizing such comparison record for an individual, total all columns, divide the totals in columns (c), (d), (e), (f), and (g), by the number of days to determine the averages, and transfer the totals and averages to another comparison record on which is entered similar data regarding other reporters.

The supervisor making the tabulations for the county committee should summarize daily reports and tabulated comparisons into monthly reports on the comparison record forms for transmittal to the State office in connection with claims for compensation. The county committee should not certify claims for compensation for supervisor, reporter, or clerical assistant without first studying the comparison records. During the first few days of the performance work, the committee should ask the supervisor for comparison reports frequently in order to maintain the standards established by the State and county committees.

PART II. INSTRUCTIONS FOR DISTRIBUTION AND USE OF REQUEST FOR INSPECTION (FORM NCR-112)

Immediately upon receipt of the supply of the "Request for Inspection" (form NCR-112) in the county office, the clerical assistants will stamp or type the county association name and address on the blank side of such form before mailing to all operators and owners of farms in the county. Since the determination of performance will not be made on any farm until an NCR-112 has been signed by either the farm operator or the owner, it is imperative that the preparation and mailing of the NCR-112's be completed without delay.

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE

A letter of transmittal will be prepared in the county offices for use in connection with the distribution of the NCR-112. The following letter should be used for this purpose:

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

AGRICULTURAL CONSERVATION PROGRAM

 (Name of county) (Town) (State)

 (Date)

DEAR SIR: We are enclosing herewith a Request for Inspection (form NCR-112) for you to execute if you intend to make an application for payment under the 1937 Agricultural Conservation Program. No farm will be inspected for the purpose of determining the extent of performance under the program unless an NCR-112 is submitted by either the farm operator or the owner. This form is being mailed to farm owners and operators at this time in order that the first inspection of performance may be made as soon as possible throughout the county.

Under the provisions of the 1937 Agricultural Conservation Program, a farm is distinguished from a farming unit and is defined as follows: "A farm shall include all irrigated or nonirrigated land in a county under the same ownership which is farmed by the same operator as all or part of one farming unit."

In filling in the NCR-112, enter in the proper blank spaces the number of farms with respect to which you are entitled in 1937 to receive all or a share of one or more of the crops produced thereon as, (1) owner-operator, (2) cash tenant, (3) share-tenant, or (4) share-landlord.

If you are the operator or owner of only one farm in the county, enter the name of the township or community in which the farm is located. If you are the operator or owner of more than one farm in the county, you need not enter the names of the townships or communities in which any of the farms are located. After making these entries, sign and enter the date and your post-office address in the spaces indicated.

The NCR-112 should be returned promptly so that the first check of performance on your farm or farms may be started immediately.

By -----
 (Chairman) (County)

The returned forms, NCR-112, will serve as a basis for organizing the field work of the farm reporters in the county. As such forms are received in the county office, they should be sorted by townships and used in making a list for each township or area in the county to which a farm reporter will be assigned.

The suggested "Farm Reporter's Work List" form may be used in preparing the list of farms to be visited by the farm reporter.

FARM REPORTER'S WORK LIST¹

----- (Township or community)		----- (County)		----- (Name of farm reporter)		
1937 work sheet number	Name of operator	Name of owner	NCR-112, signed or refused		NCR-113, partly pre- pared in county office	Field check made
			Operator	Owner		
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	-----	-----	-----	-----	-----	-----
2	-----	-----	-----	-----	-----	-----

¹ In the Nebraska and South Dakota counties containing farms designated as dryland farms, add a column for showing whether or not any of the farms listed are dryland farms.

Column (a). Enter the 1937 work sheet number for each farm which is obtained from NCR-106.

Column (b). Enter name of the 1937 operator which is obtained from NCR-106.

Column (c). Enter name of the 1937 owner which is obtained from NCR-106. If the farm is owner-operated, the word "same" may be written in column (c).

Column (d). Enter a check mark (✓) for those farms for which a signed NCR-112 has been returned to the county office by the operator. No entry will be made if an NCR-112 has not been returned to the county office. If an NCR-112 is returned unsigned to the county office, enter the word "refused."

Column (e). Enter a check mark (✓) for those farms for which a signed NCR-112 has been returned to the county office by the owner. No entry will be made if an NCR-112 has not been returned to the county office. If an NCR-112 is returned unsigned to the county office, enter the word "refused."

Column (f). Enter a check mark (✓) when an NCR-113 has been prepared in the county office.

Column (g). No entry will be made at this time.

PART III. INSTRUCTIONS FOR PREPARATION OF THE FARM REPORT (FORM NCR-113) IN THE COUNTY OFFICE

IN GROUND MEASUREMENT COUNTIES

A farm report (form NCR-113) will be prepared for each farm for which either the owner or the operator has signed and submitted an NCR-112. Clerical assistants in the county office will enter data with a red pencil in sections I and III of NCR-113 before such form is used by the farm reporter in the field. Solid lines should be used for permanent boundaries, dotted lines for field divisions without permanent boundaries, and double lines for all roads and lanes. On dryland farms on which an acreage of land has been approved as "go-back" land, such acreage shall be clearly indicated on the map in section I.

In these instructions a farm will be referred to as "identical", "comparable", or "new." An "identical" farm is one with outside boundary lines exactly the same in 1937 as in 1936, and on which measurements were made and for which an NCR-10 was prepared. A "comparable" farm is a 1937 farm which is one part of a 1936 measured farm or which includes all or parts of two or more 1936 measured farms, or which includes some land that was measured in 1936 and some land that was not measured in 1936. A "new" farm is one on which no measurements were made in connection with the 1936 Agricultural Conservation Program.

Farms not measured in 1936 but which were measured in the spring of 1937 shall be considered as having been measured in 1936 if the measurements made in the spring of 1937 were of 1936 field and farm boundary lines. If the measurements made in the spring of 1937 were of 1937 fields, the farm shall be considered as a new farm measured in 1937 and shall not be remeasured by the farm reporter.

Before any entries are made in either section I or section III of NCR-113, an examination shall be made of the data on NCR-10 and other 1936 forms, the information available from the 1937 declaration of intention, from NCR-112, and from other information available in connection with the 1936 and 1937 programs. After such examination the 1937 farm shall be designated as "identical", "comparable", or "new" by the appropriate entry in the upper left-

hand corner of section I, and data shall be entered in sections I and III according to the following instructions.

Section I. For "identical" farms lay the NCR-113 on the NCR-10 over a mimeoscope or lighted ground glass and trace with a red pencil the outside boundary line of the farm and the boundary line of each 1936 field.

Enter in each field the 1936 field letter and acreage.

For "comparable" farms, trace over a mimeoscope or lighted ground glass, or redraft the map on the NCR-113 according to the following instructions.

If the 1937 farm consists of a part of a 1936 farm mapped on an NCR-10, trace the outside boundary lines of the land and the fields which compose the 1937 farm. Enter the 1936 field letters and acreages.

If the 1937 farm consists of parts of two or more 1936 farms mapped on different forms NCR-10, trace from one NCR-10 the outside boundary lines of the land which is a part of the 1937 farm. Trace the boundaries of the 1936 fields and enter the 1936 field letters and acreages. Trace, or redraft, if necessary, the remainder of the 1937 farm to the same scale as that used in tracing the first part. Enter the 1936 field letters and acreages. Even though two or more fields may have the same letter under some circumstances, make no changes in the 1936 field letters. When more than one NCR-10 is involved, enter under the designation "Comparable" the 1936 work sheet numbers shown on the several forms NCR-10.

If the 1937 farm includes all or a part of a 1936 farm mapped on an NCR-10 and some additional land not measured, trace the measured part of the 1937 farm on the NCR-113 and enter the 1936 field letters and acreages. Indicate clearly to the farm reporter that the map on the NCR-113 represents only a part of the 1937 farm and that the reporter is to complete the map.

For "new" farms make no entries in section I.

Section III. Entries should be made in this section according to information available in the county office from NCR-10, NCR-106, the declaration of intention, and NCR-112. In cases where since 1936 or the spring of 1937 there has been a change in operators or in the ownership of a farm, it may be advisable to make no entries in section III, and instruct the farm reporter to obtain all of the information directly from the operator and owner. In other cases it may be advisable for the clerical assistants to enter such information as is available in the county office in order that the farm reporter may check the entries with the operator and owner. In all such cases the fact that such check is to be made should be clearly noted on NCR-113.

Entries in section III in the county office should be made according to the following instructions:

Line 1. Enter the name and address of the operator from the information available in the county office. Make no entry in the last part of the line.

Line 2. If the information available in the county office indicates that the operator is also the titleholder, write "same" in line 2 in the space provided for owner. Make no entry in the last part of the line. If the information available in the county office indicates that the operator is a cash tenant, write the words "cash tenant" in parenthe-

ses after the name of the operator on line 1, and enter the name and address of the title holder on line 2. Make no entry in the last part of line 2. If the information available in the county office indicates that the operator is a share tenant, enter the name and address of the title holder on line 2. In cases where the cash-tenant landlord subleases his farm to a share-tenant operator, enter the names and addresses of both the cash-tenant landlord and the title holder of the land on line 2, and properly identify each. Make no entry in the last part of line 2.

Line 3. Carefully check the data on NCR-106, the 1937 work sheet, and the declaration of intention, and enter the acreage of the entire farm in the space provided. In case of doubt regarding this acreage, leave this item blank for the farm reporter to obtain in the field. Obtain information regarding the location of the farm from NCR-10, the 1937 work sheet, the declaration of intention, or from personal information regarding the farm, and enter the data indicated by the wording below the spaces in line 3.

Line 4. Carefully check the legal description on the NCR-10, the 1937 work sheet, the declaration of intention, or other records in the county office, and enter the legal description in line 4. Such legal description should include the section number and name of township or precinct. In case of doubt, leave this item to be filled in by the farm reporter from information obtained in the field.

Line 5. Enter the county code and the 1937 work sheet number from NCR-106, column 1.

IN AERIAL MEASUREMENT COUNTIES

Farm reporters' work lists should be prepared as provided in the instructions in part II of NCR-111.

In 1937 aerial-measurement counties, which were ground measured in 1936, the procedure outlined in this part III regarding the preparation of NCR-113 for ground-measurement counties should be followed except that the 1936 field acreages should not be entered in section I. It will be necessary to record the facts relative to crops and land uses as of July 1 for such counties on the NCR-113.

In counties where aerial measurements were made prior to 1937, the aerial enlargements procured prior to 1937 may be used in connection with the NCR-113 by the farm reporter. In cases where the State committee deems it advisable, the county office may be instructed to make a sketch of the farm and field boundaries in section I of the NCR-113 from the aerial enlargement and enter the 1936 field letter in red on each field. The farm reporter will follow the procedure outlined in part IV of NCR-111 relative to entries on the NCR-113 in sections I, II, and III.

Section III of NCR-113 should be prepared according to instructions for ground-measurement counties.

PART IV. INSTRUCTIONS TO FARM REPORTERS FOR THE FIRST REPORT OF PERFORMANCE

GROUND MEASUREMENT COUNTIES

After farm reporters have received their instructions and assignments, they shall visit all farms on their work lists, check the 1937

crops and land uses to date, make the necessary field measurements, and record the information on NCR-113.

The performance check will not be made on any farm until an NCR-112 has been executed for such farm. If a signed NCR-112 has not been returned to the county office and if the operator of a farm indicates to the farm reporter that he does not desire to participate in the 1937 Agricultural Conservation Program, the farm reporter should enter the operator's name and address on the NCR-112 and write the word "refused" on the NCR-112, followed by the farm reporter's signature, and return such NCR-112 to the county office. In such cases the farm reporter will also enter the word "refused" in column (e) of the farm reporter's work list. No claim for compensation for checking performance on a farm will be approved unless an NCR-112 is signed and submitted by either the operator or the owner of such farm.

The reporter shall in no case make any erasures of the red entries made in the county office on an NCR-113. Corrections shall be made by striking a light line through the entry and writing the correct item above or at the side of the original entry.

After the NCR-112 has been signed, the reporter with the aid of the operator or the owner shall proceed by verifying or completing the entries on NCR-113, section III.

Section III. Identification of farm.—On line (1) enter or verify the name and address of the farm operator as of June 30, 1937, and enter at the right the date (day and month) in 1937 when he assumed such a relationship to the farm. On line (2) enter or verify the name and address of the owner of the farm as of June 30, 1937, and enter the date in 1937 when he assumed such a relationship. If the operator or owner of a farm assumed such relationship to such farm prior to January 1, 1937, enter January 1, 1937. On line (3) enter or verify the total acreage of the farm; the distance and direction from the nearest town; the name of the road on which it is located if such a particular designation applies, as "U. S. 30", "County Road-A", or "Willow Creek Road"; and the minor civil division in which the farm is located. On line (4) enter or verify the legal description of the farm. Farm reporters should make no entry in item (5).

Section I. Map of farm.—On all farms, the NCR-113 must show the necessary data for computing acreages of all fields, if not already available, for all (1) cropland; (2) noncropland upon which any soil-building practices listed in NCR-B-101, as amended, are adopted in 1937; (3) noncropland planted to a soil-depleting crop for harvest in 1937; and (4) acreage of noncrop plowable pasture and "go-back" land. "Cropland means (1) all tillable farm land from which at least one crop, other than wild hay, was harvested or planted for harvest between January 1, 1930, and December 31, 1936, inclusive, except farm land in a dryland farm with a productivity less than 50 percent of the productivity for the community; and (2) any other acreage devoted on January 1, 1937, to orchards."

Farm reporters will not calculate the number of acres from their measurements. Clerical assistants in the county office will calculate all acreages from the measurements appearing on the NCR-113.

Under the 1937 performance procedure, a field is any tract of land devoted to the production of a crop or to a land use or building practice that is different from that on adjoining land within the same

permanent boundaries on a farm. For examples: (1) If soybeans are grown on a 40-acre area within the same boundaries and part of the area is harvested as grain and part is cut for hay, each part will be considered as a separate field; (2) if oats are harvested as grain on a 20-acre area within the same boundaries, a part of which was seeded to sweet clover, each part will be considered a separate field; (3) if wheat is grown on areas on two sides of a permanent boundary on the same farm, each area will be considered as a separate field.

Separate measurements must be available for computation of acreages of (1) field corn; (2) old stands of legumes and perennial grasses on cropland; (3) cotton and each kind of tobacco; (4) trees planted in 1934, 1935, and 1936, on cropland; (5) each kind of new seeding or tree planting made in 1937; (6) emergency forage crops, including sown corn; (7) idle cropland; (8) each kind of summer fallow; and (9) other acreage upon which any practice is adopted, or soil-building allowance may be established.

An exception to the general definition of a field will be recognized in the case of certain crops on adjacent land within the same permanent field boundaries. Crops which may be considered together as one field include (1) wheat, oats, barley, rye, flax, buckwheat, emmer, speltz, and mixtures of such crops harvested as grain in 1937; (2) all sweet and popcorn; (3) any of the following crops harvested for seed—millet, Sudan grass, rape, and sweet sorghum; (4) field peas for seed and soybeans and cowpeas for grain or seed except in area B.

When such crops are grouped together and considered as one field, the reporter should list in section II, column (c), the crops and the proportion of each crop. For example, if half of an area within a permanent boundary is in oats and half in barley, both harvested as grain, the area on which the two crops are grown may be considered as one field and the entry in section II, column (c), should be "oats one-half, barley one-half for grain." If, however, the part in oats was seeded to sweet clover and the part in barley not seeded, such measurements of the two parts as are necessary to compute the acres of each must be made according to the original field definition even though both the oats and barley are harvested as grain. If a mixture of barley and oats is harvested as grain on an area within the same boundaries, the area may be considered as one field and the entry in section II, column (c) should be "succotash (barley one-half, oats one-half)."

Other exceptions to the general definition of a field may occur on commercial vegetable farms where several kinds of vegetables may be grouped together as truck crops or under other common terms in use in the county. Exceptions may also occur on farms where crops are interplanted and on dryland farms where strip cropping or strip fallow practices are adopted.

In checking performance the reporter will follow two different procedures; one for farms measured in 1936, the other for new farms.

A. Procedure on "identical" and "comparable" farms.—The farm reporter should contact the operator or the owner and check the map showing the 1936 fields. All changes should be noted and such supplementary measurements made and entered on the map as are necessary to compute acreages. All 1937 measurements and field letters should be entered with ordinary black lead pencil to distin-

guish them from the 1936 (red) field boundaries, letters, and acreages previously entered in the county office. Where two 1936 fields are combined into one field in 1937, a wavering black line over the red line will indicate the removal of the fence or other boundary.

When a 1936 measured field has been divided in 1937 into two fields, the reporter need make only such measurements as are necessary on one of the fields in order that the acreage of that field may be computed. The acreage of the other 1937 field will be determined by subtraction from the 1936 acreage.

If on or before June 30, 1937, land has been added or dropped from the farm as shown by the map drawn in red in the county office, the reporter should clearly indicate which land is dropped, or should draw a supplemental map of the added land.

For all cases of added or dropped land, the reporter must record complete notes on the NCR-113, using the reverse side if necessary, which will make the details of the case perfectly clear to those in the county office. Such notes should clearly indicate the division of crops and the name of the operator or owner of the farm in 1936 and 1937, to whom, or from whom, the tract of land was transferred.

B. Procedure on "new" farms.—If a farm has not been previously measured, the reporter will proceed to check and measure all farm land as outlined in these instructions to field reporters.

The space provided for drawing the map is 16 inches square with dots 1 inch apart, the same as the NCR-10 of last year. The map has been so proportioned and scaled that the 1-inch space between dots may represent either 10 rods, 20 rods, or 40 rods, thus making it possible to draw a map of a square quarter-section farm using a scale of 1 inch to 10 rods, or to draw a map of a square full-section farm using a scale of 1 inch to 20 rods, or to draw a map of a square four-section farm using a scale of 1 inch to 40 rods.

Before attempting to draw a map, it should be determined whether the east-west length or the north-south length of the farm is greater. Upon the basis of the greater length, determine the proper scale to be used in drawing the map; that is, if the east-west length is 320 rods and the north-south length is 160 rods, the east-west length would determine the scale to be used which would be 20 rods to 1 inch; thus, one-half of the space provided would be used for drawing the map. On the other hand, if the east-west length is 480 rods and the north-south length is 160 rods, the scale would be 40 rods to 1 inch; thus, the map would be 12 inches by 4 inches. Insofar as possible the reporter should locate the farm on the map with respect to its location in the section. This will facilitate the work of checking between farms in the county office.

In preparing the map, the farm reporter will indicate fence lines by solid lines and field divisions without fences by dotted lines. Double lines will be used to indicate public and private roads, or lanes, adjoining or running through the farm.

Measurements of sides of fields or other distance measurements will be shown in the following manner: \leftarrow 60 rods or feet \rightarrow ; and measurement of angles will be shown in the following manner: $<30^\circ$ or feet.

Completion of map on all farms.—After the map has been drawn or checked, and all 1937 measurements carefully recorded on it, the

reporter shall assign a new field letter to each field commencing in the upper left-hand corner of the map with the letter "A". If space permits, the name of the 1937 crop or land use may be written in each field in order to check the entries in the other sections of NCR-113.

Assign the letter "Y" to noncrop plowable pasture and to noncrop wild hay land. Assign the letter "Z" to other noncrop land on which soil-building practices are adopted in 1937. Use the letter "X" for all other noncropland, such as nonplowable permanent pasture, range land, roads, lanes, buildings, feed lots, woodland, wasteland, ponds, lakes, etc.

Section II. 1937 history of fields.—After the map of the farm has been completed, the farm reporter will execute the first report of performance in section II, columns (a) and (c).

Column (a): Enter the field letter by which the field was designated on the 1936 map. If a part of a 1936 field appears as a separate field on the 1937 map, enter the 1936 field letter in column (a) with a minus sign after it, as "A-". If a 1937 field is made up of parts of two or more 1936 fields, enter the 1936 letters, as "A-", "B" (part of "A" and all of "B"), or "A-B-" (part of "A" and part of "B"). In case land not measured in 1936 has been put into a crop in 1937 and is an addition to a 1936 field, follow the 1936 field letter with a plus sign, as "A+". If the farm was not measured in 1936, make no entries in column (a).

Column (c): Enter in column (c) the name of the crop or the use being made of each field at the time of this visit. Particular attention should be given to old stands of legumes and grasses, the maturity and use of emergency forage crops, and idle and fallow land. Examples of entries in column (c) are, "Corn for grain", "Sown corn", "Oats for grain", "Oats cut for hay", "Soybeans for hay", "Soybeans for grain", "Old alfalfa, good stand", "Idle cropland", "Rye pastured", "Barley for grain seeded to sweet clover." The name of the kind of tobacco, such as "Burley", "Dark air-cured", or "Cigar leaf" will likewise be entered in this column.

Since the number of words which can be written on a line in column (c) is limited, it is important that the terms used be brief but they must also clearly and concisely describe the crop and land use. This information will be used in the county office for classification of land and will be reviewed by representatives of the State committee. Statements on crops, land uses, and practices must, therefore, be perfectly clear to anyone reviewing the forms. The wording of the entries in column (c) should indicate the difference between:

1. Good stands of old and new seedings of legumes or perennial grasses:

A. An acreage on which there is a good stand of legumes or perennial grasses seeded or self-seeded before November 1, 1936, such as "old alfalfa, good stand",

contrasted with

B. An acreage on which there is a good stand of legumes or perennial grasses seeded between November 1, 1936, and October 31, 1937, such as "good stand alfalfa seeded spring of 1937, evidence filed."

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2. Good stands and partial stands or failures of legumes or perennial grasses:

A. Good stand of old or new seeding of legumes or perennial grasses such as "old alfalfa, good stand July 1", or "alfalfa, good stand, seeded 1937",

contrasted with

B. Poor stands or failures of old or new seedings of legumes or perennial grasses such as "old alfalfa, failed before July 1", or "1937 seeded alfalfa, failed."

3. Nurse crops and grain crops:

A. New seedings of legumes or perennial grasses with nurse crops planted at half the normal rate of seeding and used only for pasture or not harvested, such as "1937 seeding sweet clover, oats half seeding, pastured",

contrasted with

B. New seedings of legumes or perennial grasses with grain crops planted at the full rate of seeding or harvested for hay or grain, such as "1937 sweet clover, oats full seeding, pastured", or "1937 sweet clover, oats half seeding, cut for grain."

4. Adapted and unadapted seeds:

A. New seedings of adapted alfalfa or red clover, such as "1937 seeding red clover, evidence of origin attached or filed",

contrasted with

B. New seedings of unadapted alfalfa or red clover, such as "1937 seeding red clover, unknown origin."

5. Known and unknown mixtures of legumes or perennial grasses:

A. Definitely known mixtures of legumes or perennial grasses such as "Pasture mixture, timothy 40 percent, blue grass 15 percent, other grasses 45 percent",

contrasted with

B. Unknown mixtures of legumes or perennial grasses, such as "Pasture mixture."

6. Good farming practices and poor farming practices:

A. Adoption of seeding, tree planting, or other soil-building practices according to good farming or tree-culture practices, such as "1937 seeding alfalfa failed, good seed bed 12 pounds per acre", or "1937 planting trees failed, 400 per acre, fenced, cultivated", or "Clean tilled fallow, May 10 to date, no erosion",

contrasted with

B. Adoption of seeding, tree planting, or other soil-building practices by methods not in conformity with good farming practices, such as "1937 seeding alfalfa failed, poor seed bed, no moisture, 6 pounds per acre", or "1937 planting trees failed, 200 per acre damaged by livestock, not cultivated", or "fallow, June 20 to date, badly washed."

7. Grain or seed crops and emergency forage crops:

A. Wheat, oats, barley, rye, flax, emmer, speltz, and mixtures of these crops, corn, soybeans, cowpeas, sorghum, millet, Sudan grass, or rape harvested for grain or seed, such as "oats for grain", "Sorghum for grain", "soybeans for grain", "Sudan for seed",

contrasted with

B. Wheat, oats, barley, rye, flax, emmer, speltz, and mixtures of these crops, sown corn, soybeans, cowpeas, cane, millet, Sudan grass, or rape not harvested for grain or seed, such as "oats for hay", "cane for forage", "soybeans for hay", "Sudan pasture."

8. Crop failure and idle land:

- A. Failure of corn, grain sorghums, cotton, tobacco, sugar beets, rice, field beans, canning peas, hemp, broomcorn, mint, mangels, cow-beets, cultivated sunflowers, truck and vegetable crops, potatoes, sweetpotatoes, melons, strawberries, bulbs, flowers, asparagus, or artichokes, such as "corn, failed",

contrasted with

- B. Idle land not planted in 1937, such as "idle, not planted 1937."

9. Crop failure and fallow land:

- A. Failure of any crop planted in the spring or summer of 1937 for harvest in 1937, such as "Corn, failed", or "Oats, failed, plowed up",

contrasted with

- B. Fallow land, such as "fallow May 15 to date."

10. Fallow land and idle land:

- A. Land on which the first tillage operation was completed by May 15 in Nebraska, June 1 in other States except June 15 in certain northern counties in Minnesota, Wisconsin, and Michigan, and on which sufficient tillage operations have been made to tend to prevent weed growth, wind and water erosion, such as "fallow, May 10 to date, weed growth and erosion controlled",

contrasted with

- B. Land on which no tillage operations were made or land on which tillage operations did not meet specifications such as "idle, not tilled", or "fallow, wind eroded."

11. Emergency pasture crops on drought-damaged noncropland and emergency pasture crops on cropland:

- A. Wheat, oats, barley, rye, ryegrass, emmer, speltz, Sudan grass, or small-grain mixtures, planted on drought-damaged noncrop pasture land and not harvested for grain or hay, such as "rye pasture on noncrop pasture land",

contrasted with

- B. The same crops on cropland not harvested for grain or hay, such as "rye pasture on cropland."

12. Go-down crops and grain crops:

- A. Rye, cane, or Sudan grass planted before July 1, 1937, on designated sandy soils, approved by the county committee and not harvested for grain or hay, or pastured, such as "rye, go-down crop, good stand, not harvested or pastured",

contrasted with

- B. Rye, cane, or Sudan grass planted after July 1, 1937, or on land not approved by the county committee, or used for grain or hay, or pastured, such as "rye pasture."

13. Strip cropping and long, narrow fields:

- A. Alternating strips of broadcast or close-drilled crops and row crops on dryland farms, such as "corn and rye, 10 rod strips east and west" (one field),

contrasted with

- B. Long, narrow fields of crops, such as "corn", "rye" (two separate fields).

14. Care of trees and 1937 planting of trees:

- A. Cultivating, protecting, and maintaining a stand of trees planted on a dryland farm between January 1, 1934, and October 31, 1936, such as "1935 trees cultivated, fenced, and reset",

contrasted with

- B. Planting of trees in 1937, such as "1937 planting forest trees."

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15. Adoption of practices on noncrop, orchard, or commercial vegetable land and on other land:

A. Adoption of any building practice on noncropland, orchard land, or commercial vegetable land which is similar to a practice which might be adopted on other land, such as "1937 planting trees on noncropland", "soybeans planted May 10, good growth, commercial orchard", or "soybeans, 60 days' growth plowed under on commercial vegetable land",

contrasted with

B. Adoption of a similar practice on other land, such as "1937 planting trees on cropland", "soybeans, planted June 1, good growth plowed under."

16. Adoption of practice on one-crop and two-crop vegetable land:

A. Use of green-manure crop on land used for the production of one crop of commercial vegetables in 1935 and 1936, such as "rye, green-manure crop, one-crop commercial vegetable land 1935-36",

contrasted with

B. Use of green-manure crop on land used for the production of more than one commercial vegetable crop in 1935 and 1936 and on which one less depleting crop is grown in 1937 than in 1935-36, such as "rye, green-manure crop, one less depleting crop 1937 than 1935-36 on commercial vegetable land."

In all cases the farm reporter must enter in column (c) the name of the crop or the use of the land at the time of his visit to the farm.

While a complete report of building practices adopted cannot be made until the time of the final performance check, the farm reporter may be able to obtain information relative to some of the practices adopted on the farm at the time of the first inspection. If a practice has been completed at the time of the reporter's first inspection, enter on the proper line in column (c) the name of the soil-building practice adopted on the field. If phosphates, for example, have been applied, note the rate per acre and the kind and test of material used. Indicate the kind and total amount of limestone applied on each field. For example, "25 tons of ground limestone", or "18 cubic yards of sugar beet refuse lime", "15 cubic yards of marl", "10 tons of agricultural limestone meal."

The farm reporter should inquire of the operator or the owner of the farm whether or not any portion of the labor, seed, or materials used for any soil-building practice is furnished free or paid for by any State or Federal agency and should enter in column (c) of section II a notation setting forth the facts concerning any soil-building practice for which all or any portion of the labor, seed, or materials used for such practice is furnished free or paid for by any State or Federal agency.

If, on or before the farm reporter's inspection, there has been incorporated into the soil as green manure by plowing or disking of a good vegetative growth of soybeans, velvet beans, cowpeas, or buckwheat seeded before July 1, 1937, the entry in column (c) should give a clear description and the date, such as, "Soybeans good growth plowed under July 15", or "Buckwheat good growth disced in June 20 in orchard."

Fields designated by "Y" shall include noncrop plowable pasture and noncropland devoted to the production of wild hay. If the operator of the farm is nongrazing a part of a field designated as "Y", the number of acres nongrazed should be entered; for example,

"40 acres nongrazed May 1 to date." If both noncrop plowable pasture and noncrop wild hay land are on the same farm, the line should be divided horizontally and marked "Y₁" and "Y₂" in column (b) and the fields so designated on the map. This division of the "Y" line will also be necessary when a practice is adopted on only a part of the pasture.

Fields designated by "Z" include other noncrop (nonplowable) land. If one or more practices such as reseeding, tree planting, or liming are adopted on such land, or if an acreage has been designated as "go-back" land (in Nebraska and South Dakota), this line should be divided horizontally as many times as necessary and the subdivisions marked "Z₁" and "Z₂", etc. in column (b). The fields on the map should be similarly designated and the necessary measurements for computing the acreages of the practices on such noncropland should be entered on such map.

The farm reporter need not make any entries for "X" land in section II but should be sure all such land is properly designated on the map.

The farm reporter will make no entries in column (d) as all acreage computations will be made in the county office. Columns (e) and (f) are not to be used until the final check of performance is made.

Sections IV-XI, inclusive.—The farm reporter will make entries in these sections in cooperation with the 1937 farm operator or the 1937 owner who has signed and submitted an NCR-112. Where practicable, the farm reporter will consult the share-rent owner, as well as the operator, regarding the entries in sections VI, VII, VIII, IX, and X.

Section IV. (For all areas except Nebraska and South Dakota.)

Entries in this section are to be used only as a guide to the county committee in establishing the carrying capacity of noncrop plowable pasture on individual farms as provided in the 1937 program. The farm reporter should keep in mind the average carrying capacity of noncrop plowable pasture in the county and enter figures regarding acreages and carrying capacity, which will indicate to the county committee the relative grazing capacity of the noncrop plowable pasture land on each of the farms which he inspects. The reporter will consider the noncropland used for the production of wild hay as though such land were used for grazing during a normal pasture season. If the carrying capacity of noncrop plowable pasture land and noncropland devoted to wild hay production is approximately the same, the reporter may record the data in item 1 and will not make any entry in item 2.

By using measurements made on adjoining cropland and by additional visual measurements, the reporter will enter the acreage of noncrop plowable pasture in item 1 and the acreage of wild hay land in item 2. The reporter after inspection will recommend to the county committee the grazing capacity of the noncrop plowable pasture land and noncropland used for the production of wild hay on such farm as is justified by the composition, palatability, density of vegetative growth, degree of erosion, and topographic features of the noncrop plowable pasture land in such farm. The recommendations of the farm reporter in terms of animal units will be

entered in the space provided in items 1 and 2. An animal unit shall be regarded as one cow, one horse, two calves, two colts, five sheep, or the equivalent thereof.

Section IV. (Applicable only in Nebraska and South Dakota.)

The carrying capacity of noncrop plowable pasture in Nebraska and South Dakota, because of differences in rainfall, varies from a very high carrying capacity in the eastern sections of the States to a very low carrying capacity in the western sections of the States. There are also wide variations in such carrying capacity in many counties because of differences in soil types.

In order to properly determine the carrying capacity of the noncrop plowable pasture for individual farms on a basis of the county average and to obtain as much correlation as possible between the grazing capacity of range land under the range program and the grazing capacity of noncrop plowable pasture under the agricultural conservation program in a county, section IV will be executed according to the following instructions:

1. The farm reporter after inspection will recommend the grazing capacity of noncrop plowable pasture land and noncropland used for the production of wild hay, determine the acreage of noncrop plowable pasture and the acreage of noncropland used for the production of wild hay, and enter such data in items 1 and 2, as follows:

(a) Enter in the space provided in item 1 the acreage of noncrop plowable pasture in the farm. The reporter will determine the acreage of noncrop plowable pasture by using the measurements made on adjoining cropland and by additional visual measurements.

(b) The farm reporter, after inspection, will recommend to the county committee the grazing capacity of an average acre of noncrop plowable pasture land in such farm as is justified by the composition, palatability, density of vegetative growth, degree of erosion, and topographic features of the noncrop plowable pasture land in such farm. The recommendations of the farm reporter will be expressed in terms of percent of the carrying capacity of an average acre of noncrop plowable pasture land in the community and will be entered in the space provided in item 1. The grazing capacity of an average acre of noncrop plowable pasture land for the community will be regarded as 100.

(c) Enter in the appropriate spaces in item 2 the acreage and grazing capacity of the noncropland used for the production of wild hay. The reporter will consider the noncropland used for the production of wild hay as though such land were used for grazing during the normal pasture season. The grazing capacity and the acreage of noncropland used for the production of wild hay will be determined in a similar manner as outlined in steps (a) and (b), above, for the noncrop plowable pasture.

Item 3 of section IV will be used only on dryland farms on which there is located an acreage of eligible "go-back" land—that is, "go-back" land which has met the requirements of item (7), subsection (b), Section 12, part IV, NCR-B-101, as Amended. In such cases the reporter will examine the field to determine, by measurements made on adjoining cropland and by additional visual measurement the acreage of this eligible "go-back" land and enter such acreage in the space provided therefor in item 3. Do not enter any "go-back" land which has not met the requirements of such item (7).

Section V. Commercial vegetables.—Commercial vegetables means vegetables and truck crops (including Irish potatoes, sweet-potatoes, tomatoes, sweet corn, melons, cantaloupes, strawberries, and commercial bulbs and flowers, but excluding peas for canning and sweet corn for canning) of which the principal part of the production was sold to persons not living on the farm. If commercial vegetables or truck crops were grown on a farm in 1936, the reporter

should inquire regarding the specific fields on which these crops were grown. The reporter will record in item 1 the field letters of those fields on which one crop of commercial vegetables was grown in 1936. The reporter will record in item 2 of this section V the letters of the fields on which more than one crop of commercial vegetables were grown in 1936. If all of the fields on the farm were devoted to the production of one crop of commercial vegetables in 1936, or to the production of more than one crop of commercial vegetables in 1936, the farm reporter may enter the word "All" in lieu of the individual field letters in item 1 or 2, as the case may be.

If commercial vegetables or truck crops were grown on a farm in 1935, the farm reporter should secure the information regarding the specific fields on which these crops were grown. The farm reporter should then make such notations below section VIII as will make it possible for the county committee to determine the acreage of cropland devoted to the production of commercial vegetables or truck crops in 1935.

If the farm was not measured in 1936, and it is not possible to establish the location of the 1936 commercial vegetable crops through the use of the 1937 field letters, the farm reporter should make such notations along the side of the 1937 map or on the reverse side of the NCR-113, as will make it possible for the county committee to determine the acreage of land devoted to the production of one crop of commercial vegetables, and the acreage of land devoted to the production of more than one crop of commercial vegetables in 1936.

Section VI. Sugar beets.—If there has been planted on the farm in 1937 an acreage of sugar beets, the farm reporter should inquire of the operator or the owner regarding the questions in items 1, 2, and 3 of section VI, and should enter the answers according to these instructions. If only part of the farm is customarily used for a crop rotation including sugar beets, the farm reporter will enter in item 1 the 1937 field letters which represent the area commonly devoted to a rotation including sugar beets. If all of the cropland of the farm is used in a rotation including sugar beets, the word "All" may be entered in item 1 in lieu of individual field letters.

The farm reporter should inquire of the operator or the owner regarding the particular fields on which sugar beets are grown in 1937, and determine from such inquiry, and any other available information, the use made of each of these particular fields in the years 1934, 1935, and 1936, and enter the answer to item 2 accordingly.

The farm reporter should inquire of the operator in regard to the division of the sugar-beet crop, and record in item 3 the percentage of the sugar-beet crop, or proceeds thereof, which the operator receives, and the percentage which the owner receives in 1937. Where practicable, the farm reporter should also inquire of the owner regarding the division of the sugar-beet crop.

Section VII. This section will be used only for cotton farms and for sharecropper farms. The farm reporter should inquire of the sharecropper, farm operator, and owner regarding the soil-building practices adopted on such cotton or sharecropper farm, and also regarding the persons who have incurred the expense with respect to

such practices. The farm reporter will enter in column (c) each soil-building practice on a separate line of the table, record in column (b) the field letter or letters representing the land involved, and in column (d) the name or names of the persons who have incurred the expense in connection with the individual soil-building practice. The reporter shall not enter the acreage in column (a) nor the percentage of the expense incurred by any individual person.

Section VIII. This section will be used only on cotton or sharecropper farms. It may be extended downward in the space below section VIII if the number of sharecroppers is greater than the number of lines provided in the table. The farm reporter will enter on a separate line in column (c) the name of the sharecropper, operator, or owner who planted the crop or crops on each tract of land on the farm which is operated or taken care of by a different individual. The farm reporter will enter in column (b) the field letters representing the land planted by each individual and enter in columns (d), (e), and (f) the respective shares of the crop received by the owner, operator, and sharecropper. The farm reporter should inquire of the owner, operator, and sharecropper of a cotton farm regarding the furnishing of workstock and equipment, and enter in column (g) on the same line as the name of each person who planted a crop the name of the individual who furnished the workstock and equipment. The farm reporter shall make no entries in column (a).

Sections IX and X. Before discussing these two sections with the operator and the owner, the farm reporter shall familiarize himself with part V, section 1, and succeeding sections of NCR-B-101, as Amended. In discussing sections IX and X with the operator and the owner, the farm reporter shall explain clearly the definition of a farm, the difference between a farm and a farming unit, and the determination of ownership and operation of land as set forth in the 1937 Agricultural Conservation Program.

If the answer to question 1, section X, is "yes", no additional entry need be made in section X and only the first question of section IX need be answered.

If the answer to question 1, section X, is "no", and the answer to question 2, section X, is "yes", no additional entries need be made in section X and only question 1, section IX, need be answered.

If the answers to questions 1 and 2 of section X are "no" and the answer to question 3 is "yes", no additional entries need be made in section X and only question 1 of section IX need be answered.

If any part or all of the farm is rented for shares, the answers to questions 1, 2, and 3, of section IX, should be "no", the answer to question 4 will be "yes", and the table below question 4 should be executed by the farm reporter and the operator or the owner. In such cases both questions 1 and 2 in section IX must be answered. In answering question 2 of section IX the farm reporter, where practicable, should contact the owner of the land and obtain the data from him. If it is not practicable to see the owner of the land, the farm reporter may inquire of the operator regarding question 2 in section IX and make such notations as will clearly indicate that the answer has been obtained from the operator rather than the owner.

If an NCR-112 has been signed and submitted for the farm by the owner but not by the operator and it is definitely known that the operator has refused to sign an NCR-112, the farm reporter shall not enter an answer to question 1 but should answer question 2 of section IX. In such case the farm reporter should inquire of the owner regarding the division of crops and answer question 4 of section X as though he were obtaining the information from the operator, and should write in the margin alongside of section X the words "Operator refused to sign NCR-112."

In the execution of the table under question 4, section X, the farm reporter should enter in column (a) on each line the crop or crops for which a different type or rate of rent is paid: For example, if the rate of rent is one-half for corn and two-fifths for small grain, the farm reporter will use two lines for the two crops. Opposite each entry in column (a) the reporter will enter in column (b) the 1937 field letters representing the area of the crop or crops entered on the same line in column (a). The reporter will also enter in column (c) the share of the crop received by the owner and in column (d) the share of the crop received by the operator. The farm reporter shall make no entries in columns (e) and (f), nor shall he attempt to summarize the table.

Section XI. Before signing and dating the certification in section XI, the farm reporter should review his entries in sections I to X, inclusive, to make certain that the operator and the owner with whom he has worked understand thoroughly what is being reported on the farm. After this is done, the farm reporter should sign and date the certification in item 1 of section XI. Items 2 and 3 of section XI shall not be completed at this time.

IN AERIAL MEASUREMENT COUNTIES

These instructions pertain only to the first check of performance. Later instructions will be issued for the final performance check after the 1937 aerial photographs are available. Farm reporters should become familiar with all instructions for ground measurement counties except those pertaining to land measurements.

The farm reporter shall study carefully the instructions regarding the definition of a field and the terms to be used in describing crops when entries are made in the map or in column (c) of section II, and shall use such terms in recording crop history, use of land, or practices on NCR-113.

The farm reporter shall first contact the operator, and the owner where practicable, review the entries in section III of NCR-113 with them, and complete the entries according to the information obtained. Farm reporters in aerial measurement counties shall follow the detailed instructions for section III as given for ground measurement counties.

When the identification of the farm has been checked and correct entries made in section III, the farm reporter will inquire of the operator regarding the location and use of each field, and will ascertain by examination which fields are devoted to legumes or grasses, seeded or self-seeded, before November 1, 1936, and to any planting of forest trees made between January 1, 1934, and November 1, 1936. The reporter will also determine which fields are used for the pro-

duction of emergency forage crops, for fallow, or for any building practices on which the State and county committee have asked for a written record as of July 1. After such facts have been ascertained, the farm reporter will check the map drawn on the NCR-113 by the county office, or on a farm not measured in 1936, sketch the approximate size and shape of each field in its proper location on the farm map in the upper left quarter of the space in section I; shall letter each field beginning with the letter "A", using the letters "Y" for plowable pasture, and "Z" for other noncropland upon which building practices are adopted and checked. (See detailed instructions for ground measurement counties.) In drawing the boundaries of the fields, the reporter shall indicate with a solid line the fences or other permanent boundaries, double lines for roads and lanes, and dotted lines for field divisions without permanent boundaries.

If the field checked and mapped is part of a larger area within a permanent boundary, the reporter shall indicate by distance and direction from permanent landmarks on the map the division line between the parts of the field, or shall leave permanent markers showing the division of the field which can be found by the committeeman who will use the aerial photograph and approve practices at the time of the final performance check in the fall.

Sections II and IV to XI. The farm reporter shall execute these sections of NCR-113 according to the instructions for ground measurement counties.

PART V. INSTRUCTIONS FOR REVIEW OF THE FIRST REPORT OF PERFORMANCE IN THE COUNTY OFFICE

After studying the procedure and instructions contained in parts III and IV of NCR-111, clerical assistants will examine carefully each NCR-113 immediately after its return to the county office. Such examination should include a check of every entry which the reporter has been instructed to make on the NCR-113. Each entry shall be clear, complete, and accurate.

The attached check sheet is suggested for use in checking each NCR-113.

If the examination of NCR-113 shows that any entry is not clear, complete, or accurate, the NCR-113 and attached check sheet should be called to the attention of the supervisor or assistant supervisor. In such cases, the NCR-113 should be returned to the reporter with sufficient instructions to enable the reporter to explain, complete, or correct any entries.

No erasures shall be made on the NCR-113. When any entry is corrected, the original entry shall be stricken with a light line and the new entry should be initialed, dated, and placed above or beside the original entry.

Farm reporters should correct and return all suspended forms within a reasonable time. The supervisor or assistant supervisor should keep the master office records up to date and check frequently to see that suspended forms are being corrected and returned promptly by the farm reporters to the county office.

In making the detailed examination of each NCR-113 and in filling out the check sheet, the clerical assistants should pay particular attention to the following items:

Section III. Identification of farm.

1. See that each line contains an entry either in red or black.
2. Note any changes from red entries and make certain that each entry is clear, complete, and accurate.

Section I. Map of farm.

1. Check the map with the acreage in section III, line 3, and with the legal description in section III, line 4.
2. Note all changes from red entries and check each entry made in black for clearness, completeness, and accuracy.
3. See that 1937 field letters have been assigned to all land.
4. Check for special notations beside the map, or on the reverse side.

Section II. 1937 history of fields.

1. Columns (a) and (b). Check for agreement between letters and boundaries on the map, section I, to make certain that the record is clear, no field has been omitted, and no area or field has been recorded more than once in section II, and that instructions regarding lettering of all 1937 land have been followed.
2. Column (c). See that there is agreement between columns (b) and (c) of section II, and the map, section I, regarding the application of the definition of a field according to instructions to farm reporters. Examine the wording in column (c) to make certain it is clear and complete and in such terms as will be understandable to the community committeeman when he completes the final check of performance in the fall, and will make it possible for the county committee to correctly classify land and summarize performance data for the farm. Since only a limited number of words can be written in the space in column (c), and later in column (f), it is very important that instructions in Part IV of NCR-111 be followed, and that the description be entirely clear and comprehensible to those in the county office.

Section IV. Noncropland.

Check the acreages in items 1, 2, and 3 with the areas marked "Y" and "go-back" land on the map in section I. If the acreages appear to disagree with the areas marked "Y" and "go-back" land, check again after cropland acreages have been computed. Whenever an entry appears in item 1 or 2, check to see that there is a corresponding entry in the same part.

Section V. Commercial vegetables.

Check the entries in items 1 and 2 with the map in section I and with section II, column (c), for clearness and accuracy. Check to see whether a notation has been made below section VIII regarding the production of vegetable or truck crops on commercial vegetable land in 1935.

Section VI. Sugar beets.

Check the entries in item 1 with the map in section I for clearness and accuracy, and the entries in items 2 and 3 for completeness.

Section VII. Cotton and sharecropper farms.

Check the entries in column (b) with the map in section I and in column (c) with section II, column (c), for clearness and accuracy, and also entries in column (d) for clearness and completeness. Acreages in column (a) will be transferred later from section II, column (d).

Section VIII. Cotton and sharecropper farms.

Check the entries in column (b) with the map in section I for clearness and accuracy and also the entries in columns (d), (e), (f), and (g) for clearness and completeness. Acreages in column (a) will be transferred later from section II, column (d).

Section IX. Other owned and operated land.

Check the entries for completeness and accuracy, and with any information or records available in the county office.

Section X. Leasing or operating agreement.

Check the answers to the four questions for clearness and completeness. If the table contains any entries, check section X, column (a), with section II, column (c), and section X, column (b), with section II, column (b). Entries in columns (c) and (d) must total 100 percent on each line.

Section XI. Certification by reporter.

Check the date and signature in item 1.

Computation of acreages in ground measurement counties.—

When clerical assistants have checked the entries on the NCR-113 and found them satisfactory, they will transfer the 1936 acreage from NCR-10 to section II, column (d), for each 1937 field which is identical with a 1936 measured field. For each field in which some 1936 and some 1937 measurements will be used in computing acreage, they will transfer in red the 1936 measurements to the 1937 map. Thereafter, they will set up the calculation formulas and compute the 1937 acreages according to instructions received from the State committee, and enter the acreages for such fields in section II, column (d). Clerical assistants will also set up formulas and compute acreages of fields for which all measurements were made in 1937, and enter such acreages in section II, column (d).

After the acreage of all fields "A" to "Q", inclusive, and "Z" have been entered in column (d), enter the acreage of "Y" and "Z" land from section IV. If the reporter has made an entry in column (c) in line "Y" or "Z", indicating a practice adopted on a part of the plowable pasture or on other noncropland, the line in columns (b) and (c) should be divided into "Y₁" and "Y₂", or "Z₁" and "Z₂". The same line in column (d) should also be divided and the acreage recorded separately.

Before the acreage of "X" land is entered in column (d) a trial total should be made of the column and this total subtracted from the acres in the farm, section III, line 3. This preliminary total for "X" land, thus arrived at, should be compared with all land marked "X" on the map. If, by this comparison, the acreage seems reasonable, the entry should be made for "X" acres in column (d) and a total acreage for the farm entered at the bottom of column (d).

If the acreage of "X" land computed above seems unreasonable after comparison with the map, a recheck of the map and the acreage computations on the various fields should be made. If this fails to reveal the error, the NCR-113 should be returned with proper notations, to the farm reporter for correction.

After section II has been checked, clerical assistants shall transfer in red the proper acreage figures from column (d) to sections V and VI; to section VII, column (a); section VIII, column (a); and to section X, column (e), whenever these tables are applicable.

As soon as the NCR-113 has been checked and accepted for the first performance report, a final performance "work list" form should be prepared by townships or communities, and the farms with accepted reports listed. The form below is suggested for use by the county office in recording and organizing the assignments for the final check of performance.

COMMUNITY COMMITTEE WORK LIST

	(Township or community)	(County)	(Community committeeman)			
1937 ¹ work sheet No.	Name of operator	Name of owner	Additional measure- ments made (Yes or No)	Signed by oper- ator (Yes or No) (e)	Signed by owner (Yes or No) (f)	Date certified to county office (g)
(a)	(b)	(c)	(d)			
1						
2						
3						
4						

¹ In aerial measurement counties one column should be added for the aerial photo number.

NCR-113 CHECK SHEET FOR FARM REPORTERS AND COUNTY OFFICE

(1937 Work Sheet No.)

(Checked by)

(Date)

Section III. Identification of farm.

- 1. Name—address—1937 date.
- 2. Name—address—1937 date.
- 3. Acres in farm—Location.
- 4. Legal description.
- 5. County Code—1937 Work Sheet No. —.

Section I. Map of farm.

- 1. Acreage agrees with line 3, Section III.
- 2. Agrees with description in line 4, Section III.
- 3. All changes (black) clear.
- 4. 1937 field letters assigned to all land.
- 5. Special notes—(yes or no).

Section II. History of Fields.

- 1. Letters in Col. (a) check with the map.
- 2. Letters in Col. (b) check with the map.
- 3. Description Col. (c) clear.

Section IV. Noncropland.

- 1a. Noncrop plowable pasture, acreage entered.
- 1b. Noncrop plowable pasture, animal units or grazing capacity entered.
- 2a. Noncrop wild hay land, acreage entered.
- 2b. Noncrop wild hay land, animal units or grazing capacity entered.
- 3. Dryland farms only, "go-back" land acreage entered.

Section V. Commercial vegetables.

- 1. One crop vegetable field letters entered.
- 2. Two crop vegetable field letters entered.
- 3. Special notation 1935 vegetable field letters.

Section VI. Sugar beets.

- 1. Letters of fields rotated with sugar beets entered.
- 2. Letters of fields on which sugar beets were grown for 3 years entered.
- 3. Division of sugar beet crop or proceeds shown.

Section VII. Cotton and sharecropper farms.

- 1. Practice table completed and clear.

Section VIII. Cotton and sharecropper farms.

- 1. Entries in table complete and clear.

Section IX. Other owned and operated land.

- 1. Operator statement. Entry in item 1.
- 2. Owner statement. Entry in item 2.

Section X. Leasing or operating agreement.

- 1. Owner question answered.
- 2. Cash rent question answered.
- 3. Owner and cash rent question answered.
- 4. Share rent question answered.
- 5. Entries in the table complete and clear.

Section XI. Certification by reporter.

- 1. Dated.
- 2. Signed by reporter.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER THE PROVISIONS OF THE 1937 AGRICULTURAL CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION

[SUPPLEMENT NO. 1]

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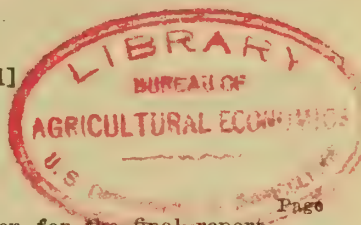
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PART VI. INSTRUCTIONS TO COMMUNITY COMMITTEEMEN FOR THE FINAL REPORT OF PERFORMANCE

GROUND MEASUREMENT COUNTIES

The final report of performance will be made for all farms in a county for which an NCR-112, signed by either the owner or the operator of a farm in such county and requesting an inspection in such county, has been filed in the county office. Wherever possible, such final report of performance will be made by duly elected community committeemen. If prior approval is obtained by the county committee from the State committee, farm reporters may make the final report of performance. The term "committeeman", as used herein, also refers to farm reporters who are making the final report of performance.

It will be necessary that the persons making the final report of performance make the entire report of performance on farms for which an NCR-112 has been received and for which a first inspection was not made. In counties which were intended to be aerially mapped and for which enlargements will not be available, it will be necessary that the persons making the final report of performance make the entire report of performance on such farms. In such cases it will not be necessary to make any entries in NCR-113, section II, column (c), but all other information which would have been obtained had there been a first inspection of such farms must be obtained by the person making the final report of performance on such farms.



The State committee will arrange for county schools of instruction for committeemen. Such instruction should provide adequate training for—

- (a) The review of entries made on NCR-113 by the farm reporter;
- (b) The procedure for making necessary corrections of entries made on NCR-113 by the farm reporter;
- (c) The correct method of entering data on NCR-113 pertaining to fields, land uses, crops, and soil-building practices; and
- (d) The review and approval of entries to be made in the county office on NCR-114 and NCR-114A.

At the close of the county school of instruction the county committee should submit to the State committee for their approval a list of the persons who are eligible to make the final report of performance. Before any person can be deemed eligible to make the final report of performance, he must be thoroughly familiar with the instructions set forth in part IV of NCR-111, and this part VI. The State committee will transmit as soon as possible to the county committee a list of those persons who are approved to make the final report of performance.

The "community committee work list" will be prepared by clerical assistants in the county office in accordance with instructions contained in NCR-111, part V. The farms assigned to a committeeman for the final report of performance will be listed on the community committee work list.

The committeeman will not correct any entries made by farm reporters or clerical assistants in NCR-113, section II. Entries pertaining to changes in the use of a field, which have occurred since the first inspection, shall be made in accordance with the instructions contained in this part VI, section II, and the examples set forth in NCR-111, part IV, section II. The information for entries that have been omitted on NCR-113 in the county office due to doubtful or insufficient information should be secured by the committeeman and entered on NCR-113 at the time the final report of performance is made.

In making the final report of performance the committeeman will proceed as follows:

Section III. Identification of farms.—Check with the farm operator or the owner the entries made in items 1, 2, 3, and 4. If any changes are necessary in such entries, draw a line through the original entry and place the correct entry above or beside the original entry and initial such entry. If no entry has been made in items 1, 2, 3, or 4, the necessary information for such entries should be obtained at this time and the proper entry made.

If any question arises concerning the correctness of the entries in lines 1 and 2 pertaining to the person who should be deemed to be the operator or the owner of such farm, the committeeman will ascertain all facts regarding the ownership and operation of such farm. Any person claiming to be the owner or the operator of such farm should, where practicable, be interviewed by the committeeman. In such cases the committeeman will make no entry in lines 1 and 2 but will prepare a statement setting forth all the facts pertaining to

such ownership and operation and attach such statement to the NCR-113 when such NCR-113 is forwarded to the county office. The county committee after referring to NCR-B-101, as Amended, part V, sections 5 and 6, will determine and enter the correct information in lines 1 and 2.

Section I. Map of farm.—The committeeman should ascertain from the farm operator or the owner whether the land indicated on the map includes all of the land under the same ownership which is farmed as all or part of one farming unit. The farm designation entry "Identical", "Comparable", or "New", appearing in the upper left-hand corner of section I, should be checked to see that such designation is applicable to this farm.

Section II. 1937 history of fields.—The entries made in column (c) for each field pertaining to crops, land uses, and soil-building practices should adequately describe such crops, land uses, and soil-building practices for each field. If changes have occurred since the first inspection in the land use or utilization of a crop, or soil-building practices in addition to those indicated in column (c) have been carried out on a field, detailed entries pertaining to such changes or such additional soil-building practices should be made by the committeeman in section II, column (f). For example, if field "A" was planted to soybeans and the entry in column (c) is "Soybeans", and a part of the soybeans has been cut for hay and part has been plowed under since the first inspection, the committeeman should make the additional measurements necessary to determine the acreage devoted to each separate use. In such case a dotted line should be drawn on the map to indicate the field division and the new fields should be lettered "A₁" and "A₂". The line in columns (e) and (f) for such fields should be divided horizontally and the entry for the new field letter and the use of the field inserted. If, after the first inspection, no changes have occurred in the use of a field and no additional soil-building practices have been carried out on such field, the word "Same" will be entered in column (f) directly opposite the field letter of such field.

All entries in section II, column (c), pertaining to crops, land uses, and soil-building practices should be reviewed by the committeeman to ascertain whether such entries have been made in accordance with instructions contained in NCR-111, part IV. The committeeman should determine whether the soil-building practices which have been carried out on such farm were carried out in accordance with the provisions of NCR-B-101, as Amended, part IV, section 13. If any of such entries were not made in accordance with the instructions contained in NCR-111, part IV, the correct entries should be made in column (f). If any soil-building practices carried out on such farm were not carried out in accordance with the provisions of NCR-B-101, as Amended, part IV, section 13, appropriate notation to this effect should be made in column (f). If any noncropland was planted in 1937 to a crop, appropriate notation should be made in column (f) that such crop was planted on noncropland. Where soil-building practices have been carried out in accordance with the provisions of NCR-B-101, as Amended, part IV, section 13, the committeeman should enter in column (f) the name of the soil-building practice followed by the word "Approved".

Proof of performance of the seeding of adapted legumes and perennial grasses, when such legumes and grasses have failed, must be substantiated. The committeeman should ascertain from the operator or the owner whether evidence has been filed in the county office, and, if such evidence has not been filed in the county office, such evidence should be obtained and attached to the NCR-113 when it is forwarded to the county office. Proof of performance with respect to any soil-building practice carried out on the farm, such as the application of limestone, phosphate, potash, or gypsum, must be substantiated. If evidence of the application of such materials has not been filed in the county office by the operator or the owner, such evidence should be secured and attached to the NCR-113 when it is forwarded to the county office. Any other proof of the carrying out of such practices should be attached to the NCR-113 when it is forwarded to the county office if such proof has not already been forwarded to the county office.

If the certifications of origin of adapted seed for alfalfa, mixtures containing alfalfa, red clover, or any mixtures containing red clover have not been filed in the county office by the operator or the owner, such certifications should be obtained and attached to the NCR-113 when it is forwarded to the county office.

The fields indicated as idle cropland in section II, column (c), should be checked with the corresponding fields on the map. For farms having a cotton soil-depleting base it is necessary that the community committeeman obtain from the operator and the owner the field or fields of idle cropland which were intended to be planted to cotton but which were not planted to cotton because of abnormal weather conditions. Measurements of such fields must be obtained, and the entry in column (f) should be "idle cropland intended to be planted to cotton but not planted to cotton because of abnormal weather conditions."

Section IV. Noncropland.—(Applicable to all areas except Nebraska and South Dakota.) The entries pertaining to the acreage of noncrop plowable pasture land and the acreage of noncrop plowable land used for the production of wild hay on the farm should be carefully checked with the fields so designated in NCR-113, section II, column (c), and the entries in NCR-113, section II, columns (b) and (d). If any acreage of noncrop pasture land on the farm has been used as set forth in NCR-B-101, as Amended, part III, section 3 (a), item (5), the committeeman should make certain that such acreage is included in section IV, item 1, and that such acreage is designated as a field in section II. If it appears that the entries pertaining to the acreage of noncrop plowable pasture land and the acreage of noncrop plowable land used for the production of wild hay are incorrect, the committeeman should make such measurements as may be necessary to obtain the correct acreage of noncrop plowable pasture land and the acreage of noncrop plowable land used for the production of wild hay on the farm.

The committeeman will review the entries pertaining to the grazing capacity of the noncrop plowable pasture land and noncrop plowable land used for the production of wild hay on this farm to ascertain whether the entries pertaining to animal units are indicative of the grazing capacity of the noncrop plowable pasture land and

the noncrop plowable land used for the production of wild hay on this farm. If it appears that the entries in NCR-113, section IV, pertaining to the acreage of noncrop plowable pasture land and the acreage of noncrop plowable land used for the production of wild hay, or the entries pertaining to the grazing capacity of such noncrop plowable land and such wild hay land, are incorrect, the committeeman should draw a line through the original entry and place his entry above or beside the original entry and initial such entry.

Section IV. Noncropland.—(Applicable only to Nebraska and South Dakota.) The committeeman will review the entries in NCR-113, section IV, items 1 and 2, pertaining to the total acreage of noncrop plowable pasture land and noncrop plowable land used for the production of wild hay, in order to ascertain whether the entries pertaining to the acreage entered in such items are correct. Such entries should be carefully checked with the fields designated in NCR-113, section II, column (c), and the entries in NCR-113, section II, columns (b) and (d). If any acreage of noncrop pasture land on the farm has been used as set forth in NCR-B-101, as Amended, part III, section 3 (a), item (5), the committeeman should make certain that such acreage is included in section IV, item 1, and that such acreage is designated as a field in section II. If it appears that the entries pertaining to the acreage of noncrop plowable pasture land and noncrop plowable land used for the production of wild hay are incorrect, the committeeman should make such measurements as may be necessary to obtain the correct acreage for such noncrop plowable pasture land and noncrop plowable land used for the production of wild hay.

The committeeman should review the percentage entries made by the farm reporter in NCR-113, section IV, items 1 and 2, pertaining to the grazing capacity of noncrop plowable pasture land and noncrop plowable land used for the production of wild hay. If it appears that the percentage entries are in error, the committeeman should draw a line through the original entry and place his entry pertaining to the grazing capacity of such noncrop plowable pasture land and noncrop plowable land used for the production of wild hay above or beside the original entry and initial such entry.

The entry in section IV, item 3, should be carefully checked. "Go-back land", as defined, means tillable farmland on a dryland farm for which at least one crop other than wild hay has been harvested or planted for harvest between January 1, 1930, and December 31, 1936, which farmland has a productivity less than 50 percent of the productivity for the community. All "go-back land" is not necessarily included in NCR-113, part IV, item 3. Only that portion of the "go-back land" which meets the requirements of NCR-B-101, as Amended, part IV, section 12 (b), item (7), and part IV, section 13 (s) is the only acreage to be included in item 3 of section IV. In other words, only "eligible go-back land", as defined in NCR-B-101, as Amended, is the land which should be included in section IV, item 3. The word "eligible" should be written above the parenthetical expression "(go-back land)" in such item 3.

The entries pertaining to "eligible go-back land" should be checked with the fields designated as "eligible go-back land" in NCR-113, section I and the entries made in NCR-113, section II, columns (c)

and (d). If the entries pertaining to the acreage of "eligible go-back land" appear incorrect, the committeeman should make such measurements as are necessary to ascertain the correct acreage. The original entry should be stricken by drawing a line through such entry. If any of the acreage previously designated as "eligible go-back land" has been pastured or tilled, or a crop has been harvested from such acreage in 1937, the acreage which has been pastured or tilled, or from which a crop has been harvested, should be measured and indicated by means of a dotted line on the map and the necessary entries made in section II, column (f).

Section V. Commercial vegetables.—If no entries have been made in section V, the committeeman should make certain that no commercial vegetables were grown on such farm in 1936. If commercial vegetables were grown on such farm in 1936, information pertaining thereto must appear in section V. If entries have been made in section V, items 1 and 2, such entries should contain the 1937 letters of the fields upon which commercial vegetables were grown in 1936. If any of the acreage devoted to commercial vegetables in 1936 does not constitute a 1937 field, sufficient measurements should be made to establish such 1936 acreage. Such measurements should be so indicated in section I that it is apparent that they are 1936 fields. In entering the letters of such fields in section V, they should be followed by a dash and "1936" should immediately follow such dash. The fields entered in NCR-113, section V, should be compared with the fields used for commercial vegetables in 1937 as shown in NCR-113, section II, to ascertain the accuracy of the entries in NCR-113, section V. After such entries are checked and it appears that any entry is incorrect, the committeeman should make such inquiry and such measurements as are necessary to obtain the acreage of such fields. In such cases a line should be drawn through the original entries and the committeeman should place and initial his entries above or beside the original entry.

Section VI. Sugar beets.—If no entries have been made in section VI, the committeeman should make certain that no sugar beets were planted on such farm in 1937. If sugar beets were planted on such farm in 1937, information pertaining thereto must appear in section VI. If entries have been made in section VI, items 1, 2, and 3, the committeeman should review such entries. Where practicable, the information for item 3 should be checked with both the owner and the operator. If it appears that any original entry is incorrect, the committeeman should make such inquiry and such measurements as are necessary to obtain the acreages of such fields. In such cases a line should be drawn through the original entry, and the committeeman should make his entry above or beside the original entry and initial such entry. If the farm is a sharecropper farm and any sharecropper planted any part of the sugar beets, no entry should be made in the blank spaces in section VI, item 3, and the words "sharecropper farm" should be written after the sentence appearing in item 3 of section VI.

Section VII. Soil-building practices.—(Applicable only to cotton or sharecropper farms.) The letters of the fields on which soil-building practices have been carried out as shown in section VII, column (b), the names of the soil-building practices as shown in

section VII, column (c), and the names of the persons who have incurred the expense in connection with the soil-building practices as shown in section VII, column (d), should be verified with the sharecropper, the farm operator, and the owner. If any additional soil-building practices have been carried out on the farm since the first inspection, or, if any soil-building practices have been omitted, the fields on which such practices have been carried out must be measured. In such cases the field letters on which such practices were carried out should be entered in section VII, column (b), the names of such soil-building practices should be entered in section VII, column (c), and the names of the persons who have incurred the expense in connection with such soil-building practices should be entered in section VII, column (d).

Section VIII. Division of crops or proceeds thereof.—(Applicable only to cotton or sharecropper farms.) The field letters in section VIII, column (b), should check with the field letters in section II, column (e). The division of the crops or proceeds thereof should be checked with the sharecropper, the operator, or the owner, who has planted the crop or crops on each individual field. If additional crops have been planted since the first inspection, the committeeman should enter the field letters representing the fields on which such additional crops were planted, in section VIII, column (b); the name of the person who planted the crop, in section VIII, column (c); the share of the crop received by the owner, the operator, and the sharecropper, in section VIII, columns (d), (e), and (f), respectively. The name of the person who has furnished the work stock and equipment should be entered in section VIII, column (g), on the same line on which the name of the person who planted the crop appears.

If a cotton soil-depleting base has been established for a cotton or a sharecropper farm, and if there was no cotton planted on such farm in 1937, or if there was any acreage on the farm which was intended to be planted to cotton but which was not planted because of abnormal weather conditions, the committeeman should determine whether there has been an agreement reached between the persons who are parties to the lease or operating agreement relating to such farm regarding the division of the 62½ percent of the cotton-diversion payment to be made with respect to such farm. If such an agreement has been reached, the terms of the agreement should be written immediately below section VIII of NCR-113 and a copy of such agreement should be attached to the NCR-113 when it is forwarded to the county office.

If no agreement has been reached at the time the NCR-113 is forwarded to the county office, the following statement should be inserted under section VIII of NCR-113: "No agreement pertaining to the division of 62½ percent of the cotton-diversion payment."

If a general soil-depleting base has been established for a cotton or a sharecropper farm, and if none of the acreage of such farm is used as specified in NCR-B-101, as Amended, part III, section 1, subsections (a) and (b), the committeeman should determine whether there has been an agreement reached between the persons who are parties to the lease or operating agreement relating to such farm regarding the division of 62½ percent of the general-diversion payment. If

such an agreement has been reached, the terms of such agreement should be entered under section VIII of NCR-113, and a copy of such agreement should be attached to the NCR-113 when it is forwarded to the county office. If no agreement has been reached at the time the NCR-113 is forwarded to the county office, the following statement should be inserted under section VIII of NCR-113: "No agreement pertaining to the division of the 62½ percent of the general diversion payment."

Section IX. Other land owned or operated in the county.—The committeeman should check with the operator any entry in section IX, item 1, to determine whether such entry is correct. The committeeman should check with the owner any entry made in section IX, item 2, to determine whether such entry is correct. If no entry has been made in item 1 or 2, the committeeman should inquire of both the operator and the owner of this farm regarding other land owned or operated in the county by them to determine the proper entry to be made in item 1 or 2. Every effort should be made to insure the accuracy of the entries in this section IX.

Section X. Leasing or operating agreement.—The committeeman should verify the answers in section X, items 1, 2, and 3. If the answer in section X, item 1, is "yes", such answer should be checked with persons who are familiar with the ownership of such farm. If the answer in section X, item 2, is "yes", such answer should be checked, if at all possible, with the person who rented such farm to the operator for cash. If the answer in section X, item 3, is "yes", such answer should be checked with the persons who are familiar with the ownership of that part of the farm which is reported as owned, and such answer should also be checked with the person who rented that part of the farm to the operator, which is reported as cash rented. If in section X the answer to each of the items 1, 2, and 3 is "no", the answer in section X, item 4, should be "yes." The table in section X should not be used for cotton or sharecropper farms. If section X has been used for any cotton or sharecropper farms, the committeeman should draw a line through all entries in the table and initial such deletion. No entries should have been made by the farm reporter in section X, column (e), and no entries should be made by the committeeman in section X, column (e). If any entries were made in section X, column (e), the committeeman should draw a line through each entry and initial such deletion. When the entry for section X, item 4, is "yes", the table in section X should be completed or corrected for all farms not cotton or sharecropper farms in accordance with the following instructions:

Each field of the farm should be indicated by its letter in section X, column (b), except any field or fields planted to sugar beets. Where more than one field is devoted to the same use and the division of the crops from such fields is the same, the letters for such fields should appear on the same line in the table in section X. A separate line should be used wherever the use made of a field is different from the use made of another field, or the division of the crop from one field is different than the division of the same crop from another field. In section X, column (c), will be entered the share of the crop to which the owner is entitled for the fields which are on the same line in section X, column (b). In section X, column (d), will be

entered the share of crop to which the operator is entitled for the fields which are on the same line in section X, column (b). If any field is rented for cash, the amount of cash rent per acre must be shown in section X, column (f), regardless of the amount. When cash rent is charged by the owner for any field, the entry for such field in section X, column (c), will be "XXX" and the entry in section X, column (d), will be "100%". Where an entry other than "XXX" is made in section X, column (c), the entry in section X, column (f), should be "XXX". If any field is classified as idle or was devoted to emergency forage crops and the leasing agreement does not specify any rental agreement pertaining to such uses, "XXX" should be entered for such fields in section X, columns (c), (d), and (f). For any fields designated as a letter "X" field (roads, lanes, lots, yards, wasteland, woodland, etc.), "XXX" should be entered for such fields in section X, columns (c), (d), and (f). All entries in the table in section X should be carefully checked and, if at all possible, they should also be reviewed with the owner and the operator, as well as compared with the leasing agreement. Any changes in the entries in the table in section X made by the committeeman should be initialed by him.

Section XI. Certifications.—Wherever possible, the committeeman should thoroughly review the entries in sections I to X, inclusive, with the operator and the owner of the farm before obtaining their signatures in section XI, item 2. While it will not be possible, in certain instances, to review the entries with and obtain the signatures of both the operator and the owner, every effort should be made to do so. In reviewing the entries on NCR-113, sufficient time should be spent with the operator and the owner so that they understand the entries which have been made thereon and are satisfied that such entries are correct. Wherever signatures are obtained in section XI, item 2, the person signing should insert in the space provided therefor the date of such signature. In the case of owner-operator farms, it will only be necessary to review and obtain the signature of the operator. After such review and after all possible signatures have been obtained, the committeeman should enter his signature and the date thereof in the spaces provided therefor in section XI, item 3. If a person other than a committeeman has made the final report of performance, the title to section XI, item 3, should be deleted and such person should affix his title after his signature in section XI, item 3.

AERIAL MEASUREMENT COUNTIES

The instructions set forth in part VI, paragraphs 1 and 2, for ground measurement counties are also applicable in aerial measurement counties. The State committee should make provision for the necessary schools of instruction as soon as possible after receipt of the photo enlargements, necessary forms, and instructions pertaining to their use. Thorough and adequate supervision should be given to the counties regarding the use of photo enlargements in connection with the final report of performance.

The "community committee work list" will be prepared by clerical assistants in the county office in accordance with instructions contained in NCR-111, part V. The farms assigned to the committee-

men for final report of performance will be listed on the community committee work list.

The State committee in cooperation with the county committee will make provision for the selection and training of committeemen who will make the final report of performance. The persons selected to make the final report of performance must be accurate and thorough in the work in connection with the final report of performance, and must be thoroughly schooled if they are to do satisfactory work with the aerial photographs. Persons unable to conceive the importance of small distances on the photograph or who are unwilling to study the photograph enlargement so that they can correctly identify entries on such enlargement cannot do satisfactory work and should not be recommended by the county committee.

The county schools of instruction for committeemen should provide adequate training pertaining to—

- (a) The review of the entries on NCR-113 made by the farm reporter;
- (b) Procedure for making necessary corrections of entries made on NCR-113 by the farm reporter;
- (c) The marking and lettering of fields on the photo enlargement;
- (d) Procedure regarding sketching of fields on NCR-113 where measurements are required and correct method of entering data pertaining to fields, land uses, crops, and soil-building practices; and
- (e) The review and approval of entries to be made in the county office on NCR-114 and NCR-114A.

Committeemen selected to make the final report of performance should be thoroughly familiar with the instructions set forth in NCR-111, parts IV, VI, and VII. The committeemen will not correct any entries made by farm reporters or clerical assistants in NCR-113, section II. Entries pertaining to changes in the use of a field since the first inspection shall be made in accordance with the instructions contained for ground measurement counties in this part VI. If any entries have been omitted on NCR-113 in the county office due to doubtful or insufficient information, the committeemen should secure such information and enter it on the NCR-113 at the time of the final report of performance.

The county committee in cooperation with the State committee shall provide for the selection of planimeter operators to make the necessary computations of field acreages in the county office. No persons should be recommended by the county committee for this work unless it is clearly evident that they thoroughly understand the manner in which this work should be done and have clearly demonstrated their ability to do this type of work. The State committee should make adequate provision for the training of such persons.

At the close of the training schools the county committee should submit to the State committee for their approval a list of the names of persons who are eligible to make the final report of performance and the clerical assistants who are recommended as planimeter operators. The State committee should transmit as soon as possible to the county committee a list of those persons approved by the State

committee to complete the work in connection with the final report of performance. At least two planimeter operators will be needed in a county in which 2,000 farms are participating in the 1937 Agricultural Conservation Program.

Aerial photo enlargements and a county index map will be transmitted by the State office to each county in which aerial photo enlargements will be used to determine the extent of performance.

The photo enlargements on which farms will be identified and from which the acreage of fields will be determined are made to a scale of 1 inch equals 660 feet (8 inches equals 1 mile). At this scale 1 square inch on the photo enlargement is equivalent to 10 acres. The total area covered by a photo enlargement will depend on the scale of the negative. Aerial photo enlargements made from negatives owned by the Agricultural Adjustment Administration will cover an area of approximately 6 square miles when made from 7" x 9" negatives and an area of approximately 8 square miles when made from 9" x 9" negatives. Aerial photo enlargements made from negatives at a scale different from those made for the Agricultural Adjustment Administration will cover larger or smaller areas, depending on the scale of the negative.

Each photo enlargement overlaps all bordering photo enlargements, thereby making it unnecessary to identify farms near the edge of the photo enlargement.

All photo enlargements are numbered and will be identified by county and township names and township, range, and section numbers. Identification entries will be placed on the enlargements before they are transmitted to the county office. All entries on the photo enlargement will be so placed as to cause the top side of the photo enlargement to be the north side, and all section numbers will be entered in the approximate center of the sections.

The county index map will show the number of the enlargement covering each section in the county and is prepared in the State office by placing the photo enlargement number in each section on a county plat or highway map.

County office procedure.—Upon receipt of the photo enlargements and county index map in the county office the clerical assistants will prepare index maps for the committeemen. These maps will be prepared by tracing on a sheet of paper from a county map the area of the county to be assigned to each committeeman. Enter in each section of the committeeman's index map the section number and the number of the photo enlargement. At the top of the index map enter the name of the township and the name of the committeeman to whom such index map is assigned. If areas in more than one township are assigned to one committeeman, the township names and boundaries shall be clearly indicated on the index map. These committeeman's index maps make it possible to quickly select by number the photo enlargement covering any section in the county.

Photo enlargements must be protected from dirt, breakage, scratching, and moisture and should not be rolled or folded, and should be filed in a dustproof cabinet. The photo enlargements should be filed numerically in lots of not more than 25. They should not be filed by townships, since many of the photo enlargements will cover portions of more than one township. Photo enlargements not

in use should be kept in the file. When temporarily not in use, they should be turned face down and weighted to prevent rolling.

In some cases parts of a farm will appear on different photo enlargements. In such cases the inspection of the farm should not be made until the county office has assigned all enlargements covering such farm to the committeeman who will make such inspection. In order to minimize the number of reassignments of photo enlargements all farms to be inspected and appearing on one photo enlargement should be assigned to one committeeman, even though a number of such farms are located in an adjacent township.

The following form should be prepared in the county office for the purpose of maintaining a record of enlargements assigned to, returned by, and reassigned to each committeeman.

(Name of County)

RECORD OF PHOTO ENLARGEMENT

ASSIGNMENTS TO COMMITTEEMAN

Name of committeeman ----- Name of township--

Enlargement number	Date assigned	Date returned	To be reassigned to—
(1)	(2)	(3)	(4)

Column (1). Enter the photo enlargement numbers assigned to the committeeman.

Column (2). Enter the date of assignment of the photo enlargement to the committeeman.

Column (3). Enter the date the photo enlargement is returned to the county office.

Column (4). Enter on the line opposite the photo enlargement number the name of the committeeman to whom such enlargements will be reassigned.

Equipment.—Committeemen should be supplied with the following:

One plywood or composition board, size 24" x 26", with canvas or oilcloth cover attached to one of the 26" sides in such a way as to permit the canvas or oilcloth cover to be raised, the photo enlargement to be placed on the board, and the covering to be clamped down with spring clamps. Keep the cover over the photo enlargement when such enlargement is not being used. Only one photo enlargement should be placed on the board at one time for use in the field.

One plywood or composition board, size 24" x 26", on which can be placed other photo enlargements, with cover attached as heretofore described or other suitable container wherein can be placed the other enlargements in the committeeman's possession.

Three automatic type pencils fitted with high quality black, blue, and red leads. Extra leads and erasers should be carried. **Indelible pencils must not be used.**

The pencil with the blue lead should be used only for designating farm boundaries on the photo enlargements. The pencil with the red lead should be used for designating on the photo enlargements the field letters, farm numbers, field arrows, wavering lines marking out field lines that do not apply to 1937 fields, and fine-dashed lines accentuating faint field boundary lines. The pencil with the black lead should be used for making entries and sketches of fields in NCR-113, section I, operator's name and farm number on the back of the photo enlargement if farm numbers are assigned, entries of notes on the back of the enlargement relative to fields of a farm on more than one photo enlargement, and all other entries on NCR-113.

A piece of triple-0 sandpaper to be used in keeping pencils sharp.

One tape and eleven pins, or other measuring equipment approved by the State committee.

Ten large spring binder clamps to be used in holding enlargements firmly on the plywood or composition boards.

Photo enlargements covering the territory assigned to the committeeman.

Forms NCR-113 for each farm to be inspected.

Community committeeman's work list with column for aerial photo enlargement number, as shown on NCR-111, page 27. If parts of a farm appear on more than one photo enlargement, all such photo enlargement numbers shall be entered on the community committeeman's work list and also in NCR-113, section III, item 5, even though such photo enlargement has not been assigned to the committeeman at the time.

The prepared index map covering the committeeman's assigned territory.

A 6" celluloid straight edge.

Instructions to committeemen.—The committeeman will visit each farm listed on his work list, complete the NCR-113, ascertain farm boundaries, make such measurements as are necessary to establish field boundary lines, make such sketches of fields in NCR-113, section I, as will be necessary, identify and mark field boundary lines on the photo enlargements, and place the worksheet or farm number, as the case may be, and field letter on the photo enlargement for each field of each farm inspected.

Overlap of the photo enlargements along the line of flight and between adjacent flight lines will make it possible for a farm appearing on the edge of one photo enlargement to be found near the center on some other photo enlargement. Farms to be inspected should be identified on the photo enlargement on which appears such farm nearest the center of the photo enlargement.

The committeeman shall make the final report of performance on such farms in his assignment as appear on one photo enlargement and return such enlargement, together with the related forms NCR-113, to the county office for review before proceeding with the inspection of farms on other photo enlargements. If the work of the committeeman is found satisfactory, he should proceed with the identification and inspection of all farms assigned to him. If the work of the committeeman is found to be unsatisfactory, he should be given additional instruction or replaced by another person.

Photo enlargements should not be mailed to the county office but returned by the committeeman, in person, as soon as the final report of performance is made for the farms on the enlargements assigned to him. Photo enlargements should not be exposed to direct sunlight except when necessary.

Committeemen should plan their routes for each succeeding day, and should, insofar as possible, notify the farmer 1 day in advance of the probable time the inspection is to be made. Such procedure will eliminate any unnecessary trip to the farm.

Marking farm boundaries on the photo enlargement.—All boundary corners on the farm shall be marked by placing at the corners two connected lines running parallel to the farm boundary in such a manner as to form the angle as made by the farm boundary lines at that point. Such lines should be in blue pencil, each line about one-half inch in length, and placed just inside the field crop line so as not to obscure either the field boundary or the field crop line.

Marking field boundaries on the photo enlargement.—Arrows should be drawn at right angles to each field boundary if the field boundary is one which limits the field designated by the field letter in NCR-113, section II, column (b), for which the field history entered in NCR-113, section II, column (c), is applicable. The points of such indicating arrows should barely touch the field boundary line. Draw only one arrow at right angles to each field boundary line when such boundary line is clearly defined.

If field boundary lines are not clearly defined, the committeeman by inspection should determine such boundary lines and place sufficient arrows to clearly indicate the boundary line. Such boundary lines may be further accentuated by placing a fine-dashed line on the boundary line. If the boundary line cannot be determined by inspection, the necessary measurements should be made. Arrows indicating field boundary lines and fine-dashed lines accentuating faint field boundary lines should be entered in red. All field boundary lines that do not define 1937 fields should be deleted by drawing a red wavering line over such field boundary lines.

Establishing field boundary lines not indicated on the photo enlargement.—Field boundary lines not indicated on the photo enlargements may be established by the use of landmarks such as fences, roads, or buildings, provided some one point of each landmark is located on the field division line. In such cases the committeeman should draw a fine-dashed red line on the photo enlargement through such points.

Procedure for making measurements to establish field boundaries.—In NCR-113, section I, sketch the fields for which measurements are necessary. Such sketches should be made from the original field boundary lines as shown on the photo enlargement. Enter the 1937 field letters in such sketches as shown in NCR-113, section II, column (b). Entries pertaining to measurements should not be made on the photo enlargement. If one field as shown on the photo enlargement has been divided, only that field should be sketched and measurements made to permit the establishment of the new field division line by the county office. If the change in the field boundary lines indicated on the photo enlargement is such as to include

all of one field and part of another field or fields, all such fields will be sketched in NCR-113, section I, and necessary measurements made to permit the establishment of the new division lines by the county office. All fields sketched in NCR-113, section I, should be in solid black pencil lines. The new field boundary lines should be indicated in such sketches with a black broken line. Delete any boundary line in such sketch or sketches that does not apply by drawing a black wavering line over such boundary line.

In most cases it will be necessary to make two measurements, one at each end of the division line in order to accurately establish the new field boundary line. More than two measurements will be needed if the line to be established is not a straight line.

The committeeman should examine the photo enlargement to establish a clearly defined point from which the measurement should be made. The selection of each starting point will be governed by the sharpness and clearness of the point as shown on the photo enlargement. The committeeman should carefully select such starting points, since to properly establish a boundary line dividing a field, it is necessary that clerical assistants in the county office apply the scale from the same point on the photo enlargement as that from which the committeeman started his measurement. After the measurements have been made they should be entered in black pencil on the sketch of the field with arrows in black pencil indicating the points of measurement. A notation shall be made on the sketch, describing the point from which measurement was started, such as "measured from crop line", "measured from fence line", or "measured from the center of the road." **The measurements will be converted to inches and the field boundary line properly scaled in on the photo enlargement in the county office.** Field letters corresponding to the field letters entered on sketches should be placed on the photo enlargement by the committeeman, so as to properly designate such field prior to scaling in the division line by the county office.

It will be necessary to sketch fields in NCR-113, section I, if changes in the use of a field have been made, or additional soil-building practices have been carried out since the first inspection of performance, if the division line for different uses and practices of fields is not clearly defined on the photo enlargement. The field letter should be placed at the top of the sketch in order that the sketch may be identified with the field it represents on the photo enlargement. Measurements should be made to permit the establishment of the new division line and such measurements should be entered on the sketch. A broken line should be drawn in the sketch to show the approximate line of division. The field letter with sub-numeral should be placed in each part on the sketch. The history for each part of the field should be properly entered in NCR-113, section II, column (f).

It will not be necessary to sketch fields in NCR-113, section I, if changes in the use of a field have been made or additional soil-building practices have been carried out since the first inspection of performance if the new division line for such field is clearly defined on the photo enlargement. Such division line should be arrowed and the field letter assigned to such field at the time of the first inspection should be entered in each part of the field with

a subnumeral. The history for each part of the field will then be entered in NCR-113, section II, column (f), opposite the subnumeraled letter entered in NCR-113, section II, column (b).

Photo enlargements resulting from 1937 photography should require but few measurements and sketches. Reference to the map of the farm drawn in NCR-113, section I, at the time of the first inspection of performance will assist in lettering fields and establishing field boundary lines.

Lettering the fields on the photo enlargement.—The committeeman shall enter in each field of the farm in red pencil the 1937 field letter entered in NCR-113, section II, column (b). Precaution must be taken in establishing the 1937 boundary lines of fields when such boundary lines are different from the 1936 boundary lines. The boundary lines of all fields will be those that pertain only to the history of such fields entered at the time of first inspection in NCR-113, section II, column (c).

Position of field letters and farm numbers on the photo enlargement.—Capital letters should be used for field letters and entered in the center of the field in such a manner as to cause the top of the photo enlargement to be the north side.

Each farm should be given a number for identification purposes. Such number should be entered in each field of the farm.

In counties where the fields of the farms are too small to permit the use of the work sheet number the committeeman will assign number 1 to the first farm inspected on each photo enlargement, number 2 to the second farm, etc. Each photo enlargement will have farms numbered 1, 2, 3, 4, etc. The farm number should also be entered directly below the photo number appearing in NCR-113, section III, item 5. In order that numbering be kept in sequence and without duplication on the photo enlargement, place the name of the operator and the number assigned to his farm on the back of the photo enlargement. Farm numbers shall precede the field letter, as follows: "4A", "4B", "4C", "4D", etc. Farm numbers and field letters should be entered on the photo enlargement with a red pencil.

The same farm number should be entered on all fields of a farm, even though all of the fields of the farm are not on one photo enlargement. If such number has been assigned to a different farm on the photo enlargement required to complete the final report of performance, the committeeman will use the number assigned to the farm followed by that same number in parenthesis and enter such number combination on the required photo enlargement. For example, if the farm number is 5, the number on the required photo enlargement will be 5 (5). Enter the same number combination on the back of the required photo enlargement, followed by the name of the operator.

Enter in NCR-113, section III, item 5, the assigned farm numbers and the numbers of the photo enlargement on which such numbers are entered.

In counties where the fields of the farms are large enough to permit entering the work sheet number, only such number should be used, and no other farm number shall be assigned. If work sheet

numbers are used, it will not be necessary to record such numbers on the back of the photo enlargement. The work sheet number will appear on the committeeman's work list column (a) and also in NCR-113, section III, item 5. In counties using the work sheet numbers for farm identification numbers such numbers and the field letters will be entered in the fields with a red lead pencil as follows: "1042A," "1042B", "1042C", "1042D", etc. Such work sheet numbers should be entered on all the fields of the farm on all photo enlargements on which such fields appear.

If the photo enlargement necessary to complete the final report of performance for a farm is not in the possession of the committeeman, a notation shall be made in the lower right-hand corner in NCR-113, section I, that "Additional photo enlargements are necessary." Complete inspection of the farm will be delayed until the county office has secured and reassigned the required photo enlargement.

County office equipment.—County office equipment should include the following: One or more planimeters, magnifying or reading glasses for making planimeter and scale readings, photo enlargement filing cabinet, large table, adjustable desk lamps, transparent straight edges, one 12" and two 6" flat, white enameled, beveled-edge scales, 66-divided, automatic type pencils with black, blue, and red leads, and a suitable county map.

Procedure in the county office after photo enlargements have been returned by committeemen.—Photo enlargements and related forms NCR-113 returned to the county office should be reviewed with the committeeman. Photo enlargements or forms NCR-113 with incomplete or incorrect entries should be reassigned to the committeeman for completion or correction.

All farm identifications should be made by the committeeman on the photo enlargement permitting such identification to be made nearest the center of the photo enlargement. If identifications have not been made in this manner, the planimeter operator should transfer the farm and field identifications to the photo enlargement most advantageously displaying such farm or portions of such farm, and the new photo enlargement number entered on the NCR-113, section III, item 5. If such transfers of identifications are made, the planimeter operator should enter the following notation in red pencil on the farm on the photo enlargement on which the original identification was made: "Identification of farm number-----, transferred to photo number-----."

Entering field division lines on the photo enlargement from the field sketches in NCR-113, section I.—Office personnel will carefully scale in field division lines on the photo enlargement from the sketches and data found in NCR-113, section I. The fields and field letters on the photo enlargement(s) should be carefully checked with the fields and field letters on the map of the farm in NCR-113, section I.

Transfer of data pertaining to 1937 performance entered on 1936 photo enlargements.—A new set of photo enlargements will be supplied to counties photographed previous to 1937. In counties where the 1936 photo enlargements have been used for farms and field identifications in 1937, clerical assistants should transfer identi-

fications to the new photo enlargements before acreage computations are made. All acreage computations should be made from the new photo enlargements.

Determination of field acreage.—Only the area within the crop line of fields should be determined.

A planimeter should be used to determine field acreages. (See instructions for use of the planimeter.)

Acreage determinations will be carried to one decimal place and entered in NCR-113, section II, column (d).

Calculations relative to acreage computation should be carried to two decimal places, and rounded to one decimal place. In rounding such calculations to one decimal place, fractions amounting to five one-hundredths (0.05) or less should be dropped and fractions amounting to six one-hundredths (0.06), but less than one-tenth (0.10), should be considered as one-tenth. For example, 5.05 should be entered as 5.0; 5.09 as 5.1; 5.14 as 5.1; and 5.16 as 5.2.

Each office worker should initial each form on which he makes computations or which he reviews.

Instructions for the use of the planimeter.—The planimeter is a delicate instrument and should be protected from falling or moving objects at all times. The measuring roller and the axle and bearings holding the roller in position are the most delicate parts of the planimeter. A dry, clean cloth should be used to wipe the dust from the photo enlargements before planimentering, since dust will act as an emery and wear down the roller edge of the instrument. The instrument should be kept free from moisture. The operator's fingers should not touch the measuring roller, and the instrument should be lifted only by its arms. The instrument should always be lifted and never dragged into a new position and should be placed in its case when not in use.

Planimetering fields on the photo enlargement.—Place the planimeter in such a position as to permit the tracing point to follow the crop line of the field while keeping the tracing arm as nearly at right angles to the pole arm as is possible. Place the tracing point of the planimeter in the center of the field and move the pole arm so that the plane of the measuring roller bisects the pin in the weight on the end of the pole arm. Move the tracing point to one corner of the field and make a slight indentation at that corner on the photo enlargement. Such indentation should be used as the starting and stopping point for planimetry of the field. Setting the measuring roller to zero before planimentering a field does not give a more accurate reading, takes more time, and causes unnecessary wear on the measuring roller. Read the instrument as it stands at the starting point and record such reading and the field letter to which it pertains in the blank space in NCR-113, section I.

Follow the crop boundary line of the field as accurately as possible with the tracing point of the planimeter. Head lands and land along fences not in crop will usually be either darker or lighter than the cropland. If crop lines are straight, use a small celluloid straight edge to guide the planimeter tracer point.

Trace the field crop boundary line, using care to bring the planimeter tracing point to the exact starting point, read the instrument, and record the reading above the first reading entered in NCR-113, section I.

Each field should be planimetered three times and the readings taken should be recorded one above the other in the order taken to permit the subtraction of the first reading from the second, the second reading from the third, etc. Average the results of the three subtractions if the results of the subtractions do not vary more than three one-hundredths (0.03) of a square inch. If the subtractions show variations greater than three one-hundredths (0.03) of a square inch, the field should be replanimetered until three consecutive subtractions show variations of three one-hundredths (0.03) of a square inch or less.

All adjustable planimeters should be set to read in square inches. The scale of the photo enlargements, 1 inch equals 660 feet, makes it possible to read the acreage directly from the square inch reading by moving the decimal point one place to the right. For example, if the square inch reading is 1.02, the acreage reading will be 10.2.

Enter all planimeter readings, subtractions, and acreage computations in NCR-113, section I, and enter the field acreage in NCR-113, section II, column (d).

PART VII. INSTRUCTIONS FOR PREPARATION OF THE SUMMARY OF PERFORMANCE (FORM NCR-114, NCR-114A) IN THE COUNTY OFFICE

The Summary of Performance, form NCR-114, summarizes the data obtained for each farm on the Farm Report, form NCR-113. Before an NCR-114 is prepared for a farm, the NCR-113 for such farm should be studied carefully to ascertain whether such NCR-113 is complete and accurate. If any NCR-113 is found to be incorrect or incomplete, NCR-114 for such NCR-113 should not be prepared, and such NCR-113 should be called to the attention of the county committee, who will have such NCR-113 corrected and completed by a farm reporter or community committeeman. Before the persons who are to prepare NCR-114 start this work, they should thoroughly familiarize themselves with the provisions of NCR-B-101, as Amended, particularly the provisions pertaining to the classification of acreage, the conditions under which payment will be made for soil-building practices, definitions of diversion and nondiversion farms, dryland farms, combination farms, old conserving acreage, new conserving acreage, division of payments, and persons eligible for payment. An understanding of these provisions and the instructions in NCR-111 is necessary in order to accurately complete NCR-114.

If NCR-113 covers a farm having an acreage of idle cropland, which acreage was intended to be planted to cotton in 1937, but which acreage was not planted to cotton because of abnormal weather conditions, NCR-114A, section III, should be completed prior to preparation of NCR-114.

Preparation of NCR-114.—NCR-114 will be prepared in duplicate and should be prepared with an indelible pencil. The original will

be forwarded to the State office, and the copy will be retained in the county office. Every precaution should be taken to insure the accuracy of the information summarized on NCR-114, since NCR-114 is used as the basis for the data contained in any application for payment submitted with respect to a farm. Enter the State and county code in the first blank space in the upper right-hand corner. Enter the name of the minor civil division in which such farm is located in the second blank space in the upper right-hand corner. Enter the minor civil division code and work sheet number and the aerial photograph number, if any, in the third blank space in the upper right-hand corner.

Section I. Type of farm.—Make no entry in section I at this time.

Section II. Operator and owner data.—Column (a). Enter in item 1 the name of the operator of such farm on June 30, 1937, if it appears that such person was the operator of such farm for a period of 60 consecutive days, which period included June 30, 1937. The name of the operator and the information necessary to determine whether such operator was the operator for a period of 60 consecutive days will be obtained from NCR-113, section III, line 1. Enter in item 2 the name of the owner of such farm on June 30, 1937, if it appears that such person was the owner of such farm for a period of 60 consecutive days, which period included June 30, 1937. The name of the owner and the information necessary to determine whether such owner was the owner for a period of 60 consecutive days will be obtained from NCR-113, section III, line 2. If it appears that any person who was the owner or the operator on June 30, 1937, did not own or operate such farm for 60 consecutive days, the matter should be referred to the county committee. The county committee will refer to NCR-B-101, as Amended, part V, sections 5 and 6, and as soon as all facts pertaining thereto have been considered, will advise what names, if any, are to be inserted in items 1 and 2 of column (a).

Column (b). Enter in item 1 the address of the operator. This address will be obtained from NCR-113, section III, line 1. Enter in item 2 the address of the owner. This address will be obtained from NCR-113, section III, line 2. It is absolutely necessary that complete and correct addresses be obtained and entered for both the operator and the owner. Wherever possible the rural route number or the street number should be entered. The type of address must be such that any mail directed to such person at such address will reach such person without delay.

Column (c). Determine from NCR-113, section II, columns (c) and (f), whether any sugar beets were planted on such farm. If sugar beets were planted on such farm, enter in NCR-114, section II, item 1, column (c), the entry which was made for the operator in NCR-113, section VI, item 3. Enter in NCR-114, section II, item 2, column (c), the entry which was made for the owner in NCR-113, section VI, item 3. If such farm is a sharecropper farm, enter "XXX" in NCR-114, section II, items 1 and 2, column (c).

Column (d). Make no entries at this time in either item 1 or 2, except if such farm is a cotton farm or a sharecropper farm, enter "XXX" in items 1 and 2, column (d).

Column (e). Enter in item 1 the word "Single" if the answer to the question in NCR-113, section IX, item 1, is "No." Enter in item 1 the word "Multiple" if the answer to the question in NCR-113, section IX, item 1, is "Yes." Enter in item 2 the word "Single" if the answer to the question in NCR-113, section IX, item 2, is "No." Enter in item 2 the word "Multiple" if the answer to the question in NCR-113, section IX, item 2, is "Yes."

Section III. Classification and acreages.—The entries for section III, columns (b), (c), (d), (e), and (f), will all be obtained from NCR-113, section II. NCR-113, section II, columns (c) and (f), will set forth the uses made of each field, while NCR-113, section II, column (d), will set forth the acreage in such field. If the acreage for any field has not been obtained, or if the acreage entered in column (d) is not applicable to such field, the correct acreage should be obtained and entered in NCR-113, section II, column (d). All acreage computations in connection with the determination of performance should be carried to two decimal places. Before such calculations were entered on NCR-113, they should have been rounded to one decimal place. If they were not rounded to one decimal place, they should be rounded to one decimal place before entering such acreages on NCR-114. In rounding such calculations to one decimal place, fractions amounting to five-hundredths (0.05) or less shall be dropped, and fractions amounting to six-hundredths (0.06) or more shall be considered as a tenth of a unit. For example, 5.05 should be entered as 5.0; 5.09 as 5.1; 5.14 as 5.1; and 5.16 as 5.2.

Land used as set forth in NCR-114, section III, items 1 to 15, inclusive, is classified as soil-depleting. If any acreage is first planted in 1937 to a crop listed in NCR-B-101, as Amended, part III, section 1 (a), and is subsequently planted to another crop or crops in 1937, the acreage of such subsequently planted crop or crops will not be entered in NCR-114, section III. In such cases the acreage of the crop first planted, if such crop is listed in NCR-B-101, as Amended, part III, section 1 (a), will be entered in NCR-114, section III. The entries to be made in NCR-114, section III, columns (b), (c), (d), (e), and (f), on the same line are the acreages of the fields devoted to the same use. For example, if fields A, F, and G are set forth in NCR-113, section II, as all the fields which have been planted to field corn, enter the acreage in field A in column (b); the acreage in field F in column (c); the acreage in field G in column (d); and enter in column (g) the total acreage of fields A, F, and G. The same procedure should be followed for all land uses.

Enter in items 10 and 11 the names of the use and acreage which would be classified as part of the 1937 general acreage and which are shown on NCR-113, and which have not been included in NCR-114, section III, items 1 to 9, inclusive. Examples of such land uses are acreages of buckwheat, broom corn, field beans, grain mixtures, Sudan grass, millet, and sweet sorghums, harvested for grain or seed. Any acreage of sweet corn or popcorn which is used for any purpose other than feed or silage is not to be entered in item 1 but will be entered in item 10 or 11. Any acreage of sweet corn or popcorn which is used for feed or silage is not to be entered in item 10 or 11 but will be entered in item 1. Any acreage of sown corn is

not to be entered in item 1, but will be entered in section V, item 5.

Any acreage of soybeans, velvet beans, cowpeas, or buckwheat seeded before July 1, 1937, where a good vegetative growth of such crop was incorporated into the soil as green manure by plowing or disking and was followed by a winter cover crop where the land is subject to erosion, is classified as new conserving. The acreage so utilized will be entered in item 24 or 25. In area "B" any acreage of soybeans and cowpeas is classified as old conserving, if there is a good stand of such crops on such acreage on or after July 1, 1937. In area "B" the acreage of soybeans and cowpeas on which there is a good stand of such crops on or after July 1, 1937, will be entered in item 19 or 20. If in area "B" soybeans and cowpeas were planted, and there was not a good stand of such crops on such acreage on or after July 1, 1937, such acreage will be entered in section V, item 4.

Enter in item 14 the name and acreage of the type of tobacco planted on such farm in 1937. If another type of tobacco was planted on such farm in 1937, enter the name and acreage of such other type of tobacco in item 15. If any acreage is classified as cotton on such farm in 1937, enter the word "cotton" and the acreage so classified in item 15. In completing item 15, enter in columns (b), (c), (d), and (e) the acreage actually planted to cotton and enter in column (f) the acreage of idle cropland classified as cotton. Do not enter any acreage planted to cotton in column (f), and do not enter any idle acreage classified as cotton in columns (b), (c), (d), or (e). The total acreage of idle cropland classified as cotton will be obtained from NCR-114A, section III, item 6a.

If any of the uses of land entered in NCR-114, section III, items 1 to 15, inclusive, except items 12 and 13, were on noncropland, the acreage of such use should be circled. NCR-113, section II, column (f), will show whether the land so used was noncropland. Such circled entry should be included in the sum of the entries in column (g) for any item.

Before any entries are made in item 17, 18, 19, or 20, it is suggested that the definition of old-conserving acreage be referred to, since such definition sets forth the acreage which can be classified as old conserving, as well as the acreage which cannot be classified as old conserving. The definition of old-conserving acreage is found in NCR-B-101, as Amended, part I.

Enter in item 17 any acreage seeded to alfalfa prior to November 1, 1936, and used for hay or seed, and on which acreage there was a good stand of such alfalfa on or after July 1, 1937, if such acreage otherwise satisfies the definition of old-conserving acreage.

Enter in item 18 any acreage seeded to clover or timothy prior to November 1, 1936, and used for hay or seed, and on which acreage there was a good stand of such crop on or after July 1, 1937, if such acreage otherwise satisfies the definition of old-conserving acreage.

Enter in items 19 and 20 any other acreages which satisfy the definition of old-conserving acreage. Examples of such acreages are (1) legumes, mixtures of legumes, perennial grasses, or mixtures of legumes and perennial grasses which were seeded prior to November

1, 1936, or were self-seeded in the fall of 1936, of which there is a good stand on or after July 1, 1937, and which is utilized for hay, seed, or as rotation pasture; (2) acreage planted in the fall of 1936 to crimson clover, bur clover, vetch (except vetch harvested for seed), black medica, and yellow trefoil (hop clover), if there was a good stand of any such crop on such acreage on or after March 1, 1937; and (3) acreage planted to soybeans and cowpeas in area B, if there was a good stand of such crop on such acreage on or after July 1, 1937.

Enter in item 21, column (g), the sum of items 17 to 20, inclusive.

Before any entries are made in items 22, 23, 24, or 25, it is suggested that the definition of new-conserving acreage be referred to, since such definition sets forth the acreage which can be classified as new conserving, as well as the acreage which cannot be classified as new conserving. The definition of new-conserving acreage is found in NCR-B-101, as Amended, part I.

Enter in item 22 the acreage of new seeding of alfalfa, if (1) there was a good stand of such crop on such acreage on the date as of which final inspection of the farm was made for the purpose of determining performance; (2) the nurse crop, if any, was seeded at a rate of not in excess of one-half the normal rate of seeding alone for grain; (3) the nurse crop was not cut for grain or hay; and (4) no soil-depleting crop was harvested from such acreage.

Enter in item 23 the acreage of new seedings of clover and timothy, if (1) there was a good stand of such crop on such acreage on the date as of which final inspection of the farm was made for the purpose of determining performance; (2) the nurse crop, if any, was seeded at a rate not in excess of one-half the normal rate of seeding alone for grain; (3) the nurse crop was not cut for grain or hay; and (4) no soil-depleting crop was harvested from such acreage.

Enter in items 24 and 25 any other acreages which satisfy the definition of new-conserving acreage. Examples of such acreages are (1) trees other than fruit or nut trees, planted on cropland since November 1, 1936; (2) legumes, mixtures of legumes, perennial grasses, or mixtures of legumes and perennial grasses seeded in accordance with good farming practices between November 1, 1936, and October 31, 1937, inclusive, if such acreages meet the conditions set forth for the entries to be made in items 22 and 23; and (3) acreage upon which there has been incorporated into the soil as green manure by plowing or disking a good vegetative growth of soybeans, velvet beans, cowpeas, or buckwheat, seeded before July 1, 1937, and followed by a winter cover crop where the land is subject to erosion.

If any noncropland is planted to a crop listed in NCR-B-101, as Amended, part III, section 2, the acreage of such land is not to be entered in items 22, 23, 24, or 25, but will be entered in item 37.

Enter in item 26, column (g), the sum of items 22 to 25, inclusive.

Enter in item 27 the acreage which was summer fallowed in accordance with the provisions of NCR-B-101, as Amended, part III, section 3 (a), item 1. If such provisions have not been met, the acreage should be classified as if such acreage had not been summer fallowed.

Enter in item 28 the acreage devoted to commercial orchards planted prior to January 1, 1937, and not interplanted with other crops.

Enter in items 29 and 30, the names of the use and the acreage which would be classified as neutral and not included in items 27 and 28. Examples of such acreages which would be classified as neutral are (1) acreage devoted to orchards other than commercial orchards, planted prior to January 1, 1937; (2) acreage seeded between November 1, 1936, and October 31, 1937, to crops listed in NCR-B-101, as Amended, part III, section 2 (a), items 1 to 7, inclusive, and upon which, due to uncontrollable natural causes, there was not a good stand, and the nurse crop, if any, was seeded at a rate not in excess of one-half the normal rate of seeding alone for grain, and such nurse crop was not harvested as grain or hay; and (3) go-down crops (rye, sweet sorghums, or Sudan grass) planted in sandy loam or coarser soils in designated counties in Nebraska and South Dakota in accordance with the provisions of NCR-B-101 as Amended, part III, section 3 (a), item 6.

Enter in item 34, column (g), the acreage in roads, lanes, lots, yards, wasteland, woodland, etc.

Enter in item 35 the acreage of noncrop plowable pasture and non-crop plowable land used for the production of wild hay.

Enter in item 36 the acreage of "eligible go-back land". "Eligible go-back land", as defined, means the go-back land which meets the requirements specified in NCR-B-101, as Amended, part IV, section 12 (b), item 7, and the requirements specified in NCR-B-101, as Amended, part IV, section 13 (s). Only that portion of the go-back land which is eligible for both the allowance and the soil-building payment is to be entered in item 36. This entry will be obtained from NCR-113, section IV, item 3.

Enter in item 37, column (g), any noncropland used as set forth in NCR-B-101, as Amended, part III, section 2, and any noncropland used as set forth in NCR-B-101, as Amended, part III, section 3 (a), items 3 and 5.

No entries will be made in items 12, 13, 16, 31, 32, 33, 38, 39, 40, 41, and 42 until sections IV and V have been completed.

Section IV. Bases, corn limit, and productivity.—Enter in item 1, column (b), the cotton soil-depleting base, if any, which will be obtained from NCR-106, column 33. Enter in column (c) the approved yield, which will be obtained from NCR-106, column 39.

Enter in item 2, column (a), the name of the type of tobacco, such as "burley tobacco", "dark air-cured tobacco", "cigar-leaf tobacco", and in column (b) the tobacco soil-depleting base which was approved by the State committee. The entry in column (b) will be obtained from NCR-106, column 33, only if the final soil-depleting base for such type of tobacco is the same as the preliminary soil-depleting base for such type of tobacco. If the acreage planted to a type of tobacco in 1937 is less than fifty percent of the preliminary soil-depleting base established for such type of tobacco, the final soil-depleting base for such type of tobacco cannot exceed an acreage equal to twice the acreage of such type of tobacco planted on such farm in 1937. If the final tobacco soil-depleting base has been decreased, the general soil-depleting base must be increased by an

acreage equal to the acreage by which the preliminary tobacco soil-depleting base was decreased. Enter in column (c) the approved yield per acre for such type of tobacco. The entry in column (c) will be obtained from NCR-106, column 39.

If more than one type of tobacco is planted on a farm in 1937, the acreage of each type of tobacco is to be entered separately. Where there is a second type of tobacco to be entered, and no cotton soil-depleting base was established for such farm, strike out the word "cotton" in item 1 and enter the name of the second type of tobacco. Enter the final approved base for such type of tobacco in column (b) and the approved yield per acre in column (c).

Enter in item 3, column (b), the general soil-depleting base. This item will be obtained from NCR-106, column 13, in all cases except where the final soil-depleting base for a type of tobacco is less than the preliminary soil-depleting base for such type of tobacco. In such cases the entry in item 3 will be the entry in NCR-106, column 13, plus the amount by which the final tobacco soil-depleting base for such type of tobacco is less than the preliminary soil-depleting base for such type of tobacco. If there is more than one preliminary tobacco soil-depleting base for a farm, the entry in item 3, column (b), will be the entry in NCR-106, column 13, plus the amount by which the sum of the final tobacco soil-depleting bases for such farm is less than the sum of the preliminary tobacco soil-depleting bases for such farm,

Enter in item 3, column (c), the productivity index for crops in the general soil-depleting base. This item will be obtained from NCR-106, column 20.

Enter in item 4, column (b), the total soil-depleting base, which will be obtained from NCR-106, column 14.

Enter in item 5, column (b), the soil-conserving base. This entry will be obtained as follows: (1) Obtain the sum of the acreages entered in NCR-113, column (d), for fields A to Q, inclusive; (2) subtract from the sum obtained under (1) the sum of the acreages of noncropland included in column (d) for fields A to Q, inclusive; the acreage in commercial orchards entered in NCR-114, section III, item 28; and any acreage in orchards other than commercial orchards entered in NCR-114, section III, item 29 or 30; and (3) subtract from the result obtained under (2) the total soil-depleting base entered in NCR-114, section IV, item 4, column (b). The result obtained under (3) will be the acreage to be entered in item 5, column (b).

Enter in item 6, column (b), the corn limit which will be obtained from NCR-106, column 27. This entry must be made for nondiversion as well as diversion farms in area "A."

Enter in item 7, column (c), the approved sugar-beet yield per acre in short tons, if sugar beets were planted on such farm in 1937. This entry will be obtained from the "Special Listing sheet for Sugar Beet Producing Farms", column 4, if the entry in such column has been approved by the State committee and no entry has been made in column 9. If an entry has been made in column 9, enter the entry in column 9 after such column 9 has been approved by the State committee.

Section V. Idle and emergency forage.—Enter in item 1, columns (b), (c), and (d), the acreages of fields of idle cropland other than

fields of idle cropland intended to be planted to cotton. Do not enter any acreage of idle cropland intended for cotton which is not classified as cotton acreage in columns (b), (c), and (d). If there is any acreage of idle cropland intended to be planted to cotton which is not classified as cotton, enter such acreage in column (e). Enter the sum of columns (b), (c), (d), and (e) in column (f). The acreage of idle cropland intended for cotton which is not classified as cotton will be obtained from NCR-114A, section 3, item 6 (b).

Enter in item 2 the acreage of small grains which was cut for hay, pastured, or failed. Any acreage of small grains claimed to have been cut for hay which does not meet the requirements set forth in NCR-B-101, as Amended, part III, section 3 (b), item 1, or any acreage of small grains harvested as grain must not be entered in section V, item 2.

Enter in item 3 the acreage of millet and Sudan grass cut for hay, pastured, or failed.

Enter in item 4 the acreage of soybeans cut for hay, pastured, or failed. DO NOT enter in item 4 any of the following acreages: (1) Any acreage of soybeans, velvet beans, cowpeas, or buckwheat, seeded before July 1, 1937, where a good vegetative growth of such crop was incorporated into the soil by plowing or disking; (2) any acreage of soybeans or cowpeas in area "B" if there was a good stand of such crops on such acreage on or after July 1, 1937; (3) any acreage of soybeans or cowpeas harvested as grain or seed; and (4) any acreage of soybeans or cowpeas claimed to have been cut for hay which does not meet the requirements set forth in NCR-B-101, as Amended, part III, section 3 (b), item 1. The last two conditions, (3) and (4), are not applicable to area "B".

Enter in item 5 the names and acreages of other emergency forage crops shown on NCR-113, if any, which are not enumerated in section V, items 1 to 4, inclusive. Examples of such emergency forage crops are sown corn, field peas, buckwheat not harvested as grain or seed, sweet sorghums not harvested for seed, and rape not harvested for seed.

If any of the uses of land entered in NCR-114, section V, items 1 to 5, inclusive, were on noncropland, the acreage of such use should be circled. NCR-113, section II, column (f), will show whether the land so used was noncropland. Such circled entry will be included in the sum of the entries in NCR-114, section V, column (f), for any item. Care should be taken not to include in NCR-114, section V, any acreage of noncropland used as set forth in NCR-B-101, as Amended, part III, section 3 (a), item 5, as such acreage has been included in NCR-114, section III, item 37.

Enter in item 6, column (f), the sum of items 1 to 5, inclusive.

Enter in item 7, column (f), the result obtained by subtracting the acreage in section III, item 21, from the acreage in section IV, item 5.

Enter in item 8, column (f), the acreage of idle and emergency forage classified as soil-depleting. This item is obtained by subtracting item 7, column (f), from item 6, column (f). If the acreage entered in item 7, column (f), is equal to or greater than the acreage entered in item 6, column (f), enter "XXX" in item 8, column (f).

Section III. Classification and acreages.—Items 12, 13, 16, 31, 32, 33, 38, 39, 40, 41, and 42.

Enter in item 12, column (g), the acreage of idle and emergency forage classified as soil depleting. This entry will be obtained from section V, item 8, column (f). If "XXX" was entered in section V, item 8, column (f), enter "XXX" in item 12, column (g).

Enter in item 13, column (g), the sum of items 1 to 12, inclusive.

Enter in item 16, column (g), the sum of items 13 to 15, inclusive.

Enter in item 31, column (g), the acreage of idle and emergency forage classified as neutral. This entry will be the smaller of item 6 or 7, column (f), section V.

Enter in item 32, column (g), the sum of items 27 to 31, inclusive.

Enter in item 33, column (g), the sum of items 16, 21, 26, and 32, column (g).

Enter in item 38, column (g), the acreage of all noncropland on the farm except (1) any noncropland included in the circled entries in NCR-114, section III, items 1 to 15, inclusive, except items 12 and 13; (2) any noncropland included in the circled entries of NCR-114, section V; and (3) any noncropland included in NCR-114, section III, items 34, 35, 36, and 37, column (g).

Enter in item 39, column (g), the sum of items 34, 35, 36, 37, and 38, column (g).

Enter in item 40, column (g), the sum of items 33 and 39, column (g).

Enter in item 41, column (g), the sum of (1) the circled entries in NCR-114, section III, items 1 to 15, inclusive, except items 12 and 13; and (2) the circled entries in NCR-114, section V.

Enter in item 42, column (g), the difference between item 40, column (g), and the sum of items 39 and 41, column (g). The result obtained in this item 42 must equal the sum of (1) NCR-114, section IV, item 4, column (b); (2) NCR-114, section IV, item 5, column (b); (3) NCR-114, section III, item 28, column (g); and (4) any acreage in orchards other than commercial orchards entered in NCR-114, section III, item 29 or 30 column (g). If the entry in item 42 does not equal this sum, all entries previously made should be checked until the error is corrected.

Section VI. Soil-building practices.—Before any entries are made in section VI for this farm, it should be ascertained whether a form ACP-35 should be filed for such farm and whether such ACP-35, if filed, has been duly approved. If such form has been approved, only such practices should be entered on NCR-114 as are approved on ACP-35. If an ACP-35 should be filed, but none has been filed, no entries should be made in section VI until an ACP-35 is filed and duly approved. If no ACP-35 need be filed for such farm, enter in column (a) the names of the soil-building practices carried out. Do not enter the name of more than one practice on one line. Enter in column (b), opposite the name of the practice, the letters of the fields on which the practice in column (a) has been carried out. Enter in column (c), opposite the name of each practice, the number of such practice, using the designation indicated for such practice in NCR-B-101, as Amended, part IV, section 13. For example: The seeding of adapted alfalfa (seeded alone or in mixtures with adapted perennial grasses, provided such alfalfa is seeded at the

full rate of seeding alfalfa alone) would be number a-1; the seeding of bluegrass, bromegrass, crested wheat grass, slender wheat grass, and western wheat grass would be numbered b-1; etc. Enter in column (d) the number of acres or units of each building practice carried out.

Entries pertaining to soil-building practices listed in NCR-B-101, as Amended, part IV, section 13, subsections (x), (y), and (z), will not be entered on NCR-114, section VI, unless complete and accurate information pertaining to such practices has been entered on NCR-113, in accordance with instructions contained in NCR-111, part IV, page 21. Soil-building practice (z) shall not be listed on NCR-114 unless such practice has been carried out on a nondiversion farm. Only such practices should be entered on NCR-114 as have been approved by the community and county committees.

Section VII. Miscellaneous information.—Enter in item 1 the approved grazing capacity in excess of five animal units of the non-crop plowable pasture land and the noncrop plowable pasture land used for the production of wild hay. This entry will be obtained by subtracting five animal units from the total number of animal units in the approved grazing capacity as entered in NCR-106, column (g).

Enter in item 2 the acreage of cropland on which only one crop of commercial vegetables was grown in 1936. The entry for this item will be the acreage of the fields in NCR-113, section V, item 1.

Enter in item 3 the acreage of cropland on which more than one crop of commercial vegetables was grown in 1936. The entry for this item will be the acreage of the fields in NCR-113, section V, item 2.

Items 4 and 5 relate to farms on which sugar beets have been planted in 1937. If sugar beets have been planted, enter in item 4 the acreage classified as conserving customarily used in a rotation with sugar beets. To obtain the entry for this item, check the field letters in NCR-113, section VI, item 1, with the field letters in NCR-113, section II, column (e), and the acreage of such fields in column (d). Add and enter only the acreage of the fields classified as conserving that are used in a rotation with sugar beets. Enter in item 5, in the space provided, the answer "Yes" or "No" to the question, "Was any part of the sugar-beet acreage planted in 1937 on this farm on land devoted to sugar beets in all of the years 1934, 1935, and 1936?" Such entry will be obtained from NCR-113, section VI, item 2.

Section I. Type of farm:

Diversion.—It will be necessary to refer to the definition of a diversion farm set forth in NCR-B-101, as Amended, part I, before completing section I. If a farm has a general soil-depleting base of 20 acres or more, or if a farm has a cotton or flint tobacco soil-depleting base, such farm is a diversion farm, and a check (✓) should be made in the block above the word "diversion." Where the general soil-depleting base for a farm is less than 20 acres, it will be necessary, before it is determined that such farm is not a diversion farm, to ascertain whether such person operated any other farms in the county. If the sum of the general soil-depleting bases established for all farms in a county operated by the operator is 20 acres or more, all of such farms will be diversion farms. If the general soil-depleting base for a farm is less than 20 acres, and the entry in

section II, item 1, column (e), is "single", it will not necessarily follow that such farm is not a diversion farm. This is true since under the second clause in the definition of a diversion farm is included "any farm in a county owned and operated by a person and any contiguous farm or farms owned by such person in such county which are field-rented by such person to any other persons if the sum of the general soil-depleting bases established for all such farms is 20 acres or more." If a farm is not a field-rented tract, and the operator does not operate any other land in the county, and the general soil-depleting base for such farm is less than 20 acres, such farm will not be a diversion farm. When it is determined that a farm is a diversion farm, a check (✓) should be made in the block above the word "diversion."

Nondiversion.—If it is determined that a farm is a diversion farm, no entry should be made in the box above the word "nondiversion." If it is determined that a farm is not a diversion farm, a check (✓) should be made in the box above the word "nondiversion."

Dryland.—It will be necessary to refer to the definition of a dryland farm as set forth in NCR-B-101, as Amended, part I. The dryland designation is applicable only to South Dakota and Nebraska. A record of the farms designated as dryland farms will be maintained in the county office, and if such record shows that any farm is a dryland farm, a check (✓) should be placed in the block above the word "dryland."

Combination.—It will be necessary to refer to the definition of a combination farm as set forth in NCR-B-101, as Amended, part I. Thereafter, column (f) of the table in NCR-113, section X, should be examined to ascertain if any of the rates entered in such column (f) are in excess of one-half the general diversion rate for such farm. The general diversion rate for such county is contained in NCR-B-101, as Amended, and this rate should be multiplied by the productivity index entered in NCR-114, section IV, item 3, column (c). The general diversion rate which is used in determining whether a farm is a combination farm is the rate prior to any adjustment of such rate pursuant to NCR-B-101, as Amended, part IV, section 15. If one-half of the general diversion rate for a farm is equal to or more than any rate shown in NCR-113, section X, column (f), or if it is determined as hereinafter set forth that a farm is not a combination farm, no check should be placed in the block above the word "combination." If one-half of the general diversion rate for a farm is less than an entry in NCR-113, section X, column (f), for any field classified as (1) new conserving; (2) neutral under NCR-B-101, as Amended, part III, section 3 (a), item 1; or (3) neutral under NCR-B-101, as Amended, part III, section 3 (a), item 3—such farm is a combination farm, and a check (✓) should be placed in the block above the word "combination."

Cotton.—Any farm in area "B" or in area "C" which has a cotton soil-depleting base, or on which cotton is grown in 1937, is a cotton farm. The only place there can be a cotton farm under this definition is in area "B" or in area "C." If it is determined that a farm is a cotton farm, a check (✓) should be placed in the block above the word "cotton."

Sharecropper.—Any farm operated with the aid of sharecroppers in 1937, which farm is not a cotton farm, is a sharecropper farm. If it is determined that a farm is a sharecropper farm, a check (✓) should be placed in the box above the word "sharecropper."

Section II. Operator and owner data.—Column (d). In order to determine the division of payments to be entered in section II, column (d), it is suggested that reference be made to NCR-B-101, as Amended, part IV, section 2. In determining the division of payments reference should be made to the type of farm designated in NCR-114, section I.

If a farm is a share-rented farm and is not a combination, cotton, or sharecropper farm, and no crop was planted for harvest on such farm, and all of the cropland on such farm was summer fallowed in 1937, enter 66-2/3% in item 1, column (d), and 33-1/3% in item 2, column (d). If a farm is a share-rented farm and is not a combination, cotton, or sharecropper farm, and no soil-depleting crop, other than sugar beets, was planted on such farm in 1937, enter 50% in item 1, column (d), and 50% in item 2, column (d).

For any farm for which "XXX" has not been entered in column (d), or for which an entry was not made pursuant to the preceding paragraph, it will be necessary to determine which crop is the principal soil-depleting crop on such farm. The term "principal soil-depleting crop" means the soil-depleting crop, exclusive of sugar beets, to which the greatest number of acres on the farm is devoted in 1937. All small grains, or the proceeds thereof, which are divided in the same percentage are considered as one soil-depleting crop. If there is no soil-depleting crop, other than sugar beets, which has a larger acreage than any other soil-depleting crop on a farm, the principal soil-depleting crop is the soil-depleting crop on such farm which is of major importance in terms of acreage in the county in which such farm is located. The total acreages for each crop are set forth in NCR-114, section III, column (g). The division of the crops, or the proceeds thereof, will be stated in NCR-113, section X, in column (c) for the owner, and in column (d) for the operator. All small grain crops which are divided in the same percentage should be added together, since they are considered as one soil-depleting crop. By a comparison of the total acreage of each soil-depleting crop, or considered as one soil-depleting crop, determine the acreage of which crop is the largest, which crop will be the principal soil-depleting crop. The division of the principal soil-depleting crop will be the division which will be entered in NCR-114, section II, column (d), unless such farm is a combination farm, in which case no entry should be made at this time in column (d).

If a farm is designated in section I as a combination farm, it will be necessary to perform the following operations in order to determine the percentages to be entered in column (d):

- (1) Determine the sum of the following acreage which is rented at a rate per acre in excess of one-half the rate for such farm for general diversion payments, prior to any adjustment of such rates pursuant to NCR-B-101, as Amended, part IV, section 15:

- (a) Acreage classified as new conserving;
 - (b) Acreage classified as neutral under NCR-B-101, as Amended, part III, section 3 (a), item 1;
 - (c) Acreage classified as neutral under NCR-B-101, as Amended, part III, section 3 (a), item 3.
- (2) Determine the sum of the following acreage which is rented on shares or at a rate not in excess of one-half the rate for such farm for general diversion payments, prior to any adjustment of such rates pursuant to NCR-B-101, as Amended, part IV, section 15:
- (a) Acreage classified as new conserving;
 - (b) Acreage classified as neutral under NCR-B-101, as Amended, part III, section 3 (a), item 1;
 - (c) Acreage classified as neutral under NCR-B-101, as Amended, part III, section 3 (a), item 3.
- (3) Determine the acreage that the operator's percentage of the principal soil-depleting crop on such farm is of the acreage obtained under item (2).
- (4) Add the acreages obtained under items (1) and (3).
- (5) Divide the result obtained under item (4) by the sum of the acreages obtained under items (1) and (2) and multiply this result by 100%.

The result obtained under item (5) will be the percentage which will be entered in item 1, column (d), for the operator. The entry to be made in item 2, column (d), for the owner will be obtained by subtracting from 100% the entry made for the operator in item 2, column (d).

Section VIII. Certifications.—After all entries on NCR-114 have been completed and reviewed, the clerk who prepared the NCR-114 should sign in the space provided therefor. After NCR-114 has been reviewed by the county committee, a member of the county committee should sign for the county committee in the space provided therefor. At the time such persons sign in section VIII, they should insert the date of their signatures in the spaces provided therefor.

Preparation of NCR-114A.—Form NCR-114A, Supplement to the Summary of Performance, shall be prepared for each share-rented cotton farm; for each sharecropper farm; and for each farm having a cotton soil-depleting base and on which there is any acreage of idle cropland intended to be planted to cotton but which was not planted to cotton in 1937 because of abnormal weather conditions.

NCR-114A, section I, will be used for the purpose of determining the division of diversion and sugar beet payments on share-rented cotton farms and sharecropper farms. If more than two soil-depleting bases have been established for a farm, or if sugar beets were planted in 1937 on a farm for which more than one soil-depleting base was established, or if additional lines are required for names of sharecroppers, another sheet of NCR-114A will be used. NCR-114A, section I, should not be executed for any soil-depleting base which has been exceeded.

NCR-114A, section II, will be used for the purpose of determining the division of the soil-building payment and soil-building allowance on share-rented cotton farms and sharecropper farms. If additional lines are required to list all soil-building practices carried out on the farm, or if there are more than two sharecroppers who shared in the labor and expense incurred in carrying out soil-building practices, another sheet of NCR-114A will be used.

NCR-114A, section III, will be used for the purpose of determining the classification of any acreage of idle cropland which was intended to be planted to cotton in 1937, but which was not planted to cotton because of abnormal weather conditions.

As used herein the term "EMERGENCY FORAGE CROPS" will mean the acreage classified as soil-depleting under NCR-B-101, as Amended, part III, section 1 (c), and the acreage classified as neutral under NCR-B-101, as Amended, part III, section 3 (b).

As used herein the term "COTTON IDLE" will mean the acreage of idle cropland classified as cotton under NCR-B-101, as Amended, part III, section 1 (a), item (3).

NCR-114A will be prepared in triplicate and with an indelible pencil. The original and first copy will be forwarded to the State office, and the second copy will be retained in the county office. Every precaution should be taken to insure the accuracy of the information summarized on NCR-114A, since NCR-114A is used as part of the basis for the data contained in any application for payment submitted with respect to a farm for which NCR-114A is prepared. Enter the State and county code in the first blank space in the upper right-hand corner. Enter the work sheet number in the space provided in the upper right-hand corner of NCR-114A. This number shall be the same as the work sheet number on the corresponding form NCR-114, Summary of Performance.

Section I. Division of diversion and sugar beet payments.—Enter in the space provided in the over-all heading of columns (b) to (k), inclusive, the name of the soil-depleting base with respect to which the division of payments is to be determined. In the case of sugar beets, enter the words "Sugar beets" and strike the words "soil-depleting base."

Enter in column (a) the names and addresses of the owner, the operator, and the sharecroppers, if any, who participated in the operation of the farm in 1937. The names of such sharecroppers will be obtained from NCR-113, section VIII, columns (c) and (g). The names of the owner and the operator will be obtained from NCR-114, section II, column (a). Before making entries in NCR-114A, section I, column (a), NCR-113, section VIII, should be carefully examined to determine whether any person is entitled to different percentages of the same crop on different fields. For example, the operator may receive 75 percent of the cotton crop on a 20-acre tract and 25 percent of the cotton crop on a 10-acre tract. In such cases, leave an extra space following the line on which the operator's name is entered before entering the next name.

Obtain entries for columns (c), (d), and (e), for cotton farms only, as follows:

1. Enter in column (c) the acreage of the crop with respect to which the division of payment is being determined and for

which each person whose name appears in column (a), furnished workstock and equipment. (For the general diversion payment, the entry in column (c) shall not include any acreage of emergency forage crops.) This information will be obtained from NCR-113, section VIII, columns (a), (b), and (g), and NCR-113, section II. For example, if NCR-114A, section I, is being prepared for a cotton soil-depleting base, determine which field letters in NCR-113, section VIII, column (b), represent fields planted to cotton. Add the acreages in NCR-113, section VIII, column (a), for all such fields for which the workstock and equipment were furnished by the owner as indicated in NCR-113, section VIII, column (g). Enter such sum in NCR-114A, section I, column (c), opposite the name of the owner. Obtain the entries for column (c) for the operator and for the sharecroppers in the same manner. For the general diversion payment, if the 1937 general acreage consists only of emergency forage crops, or for the cotton-diversion payment, if there is any acreage of cotton idle on the farm in 1937, no entries shall be made in columns (c), (d), and (e).

2. Enter the total of column (c) on the last line of such column.
3. The entries for column (d) will be obtained by dividing each entry in column (c) by the total of column (c) and multiplying the resultant product by 100.
4. The entries for column (e) will be obtained by multiplying each entry in column (d) by 0.125.

Enter in column (f) the number of acres upon which each person shares in the crop with respect to which the division of payment is being obtained. Determine the fields planted to such crop from the field letters in NCR-113, section VIII, column (b). If any person is entitled to different percentages of the same crop planted on different fields, the acreages for which he receives different percentages shall be entered on separate lines in column (f). For example, if the percentage entered in NCR-113, section VIII, column (e), is 25 percent for a field of 10 acres and 75 percent for two fields of 20 acres and 15 acres, respectively, enter 10 acres on one line of column (f) and enter 35 acres on the next succeeding line of column (f). For the general diversion payment, if 1937 general acreage consists only of emergency forage crops, or for the cotton-diversion payment, if there is any cotton idle on the farm in 1937, no entries will be made in columns (f) and (g).

Enter on the last line of column (f) the acreage obtained as follows:

1. For the general diversion payment, subtract from the entry in NCR-114, section III, item 13 (g), the entry in NCR-114, section III, item 12 (g).
2. For the cotton-diversion payment, transfer the acreage of cotton entered in NCR-114, section III, item 15, column (g).
3. For the diversion payment for a type of tobacco, transfer the acreage of such type of tobacco entered in NCR-114, section

III, item 14, column (g). If there is a second type of tobacco on such farm, transfer the acreage of such type of tobacco from NCR-114, section III, item 15, column (g).

4. For the sugar-beet payment, transfer the acreage of sugar beets entered in NCR-114, section III, item 9, column (g).

The entries for column (g) will be obtained by dividing each entry in column (f) by the entry on the last line of column (f) expressed as a decimal.

The entries for column (h) for the owner, the operator, and the sharecroppers will be the percentages entered in columns (d), (e), and (f), respectively, of NCR-113, section VIII. If there are no entries in NCR-114A, section I, columns (f) and (g), the entries in column (h) shall be the percentages agreed upon by the persons who are parties to the lease or operating agreement relating to such farm, if such agreement is approved by the county committee. The terms of such agreement will be entered in the space immediately beneath NCR-114, section VIII. If no division has been agreed upon, or if the division agreed upon is not approved by the county committee, the entries for column (h) will be obtained by dividing 100 percent by the number of persons who are parties to the lease or operating agreement relating to such farm.

The entries for column (i) will be obtained by multiplying each entry in column (g) by the corresponding entry in column (h). If there are no entries in columns (f) and (g), transfer the entries in column (h) to column (i).

The entries for column (j) will be obtained, for cotton farms only, by multiplying each entry in column (i) by 0.5, except that if there are no entries in columns (f) and (g), the entries in column (j) will be obtained by multiplying each entry in column (i) by 0.625.

The entries for column (k) will be obtained as follows:

1. For sharecropper farms, transfer the entries in column (i) to column (k).
2. For cotton farms, enter in column (k) the sum of the entries in columns (b), (e), and (j).

All entries in NCR-114A, section I, will be checked to insure accuracy, and all computations in NCR-114A, section I, will be reviewed as follows:

1. Verify the total of column (c). For the general diversion payment, the total of column (c) must equal the result obtained by subtracting from the entry in NCR-114, section III, item 13 (g), the entry in NCR-114, section III, item 12 (g). For the cotton diversion payment, the total of column (c) must equal the acreage of cotton as indicated in NCR-114, section III, item 15, column (g), except that if there is any acreage of cotton idle on the farm in 1937, the total of column (c) must be zero. For the diversion payment for a type of tobacco, the total of column (c) must equal the entry for such type of tobacco entered in NCR-114, section III, item 14, column (g). If there is a second type of tobacco on the farm, the total of column (c) for such type of tobacco must equal the entry for such type of

- tobacco entered in NCR-114, section III, item 15, column (g).
2. Add the entries in column (d). If the result is less than 99.9 or more than 100.1, verify the computations made to obtain the entries in column (d).
 3. Add the entries in column (e). If the result is less than 12.4 or greater than 12.6, verify the computations made to obtain the entries in column (e). Adjust the highest entry in column (e), if necessary, so that the sum of all entries in column (e) will be exactly 12.5.
 4. Add the entries in column (i). If the result is less than 99.9 or greater than 100.1, verify the computations made to obtain the entries in column (i). Adjust the highest entry in column (i), if necessary, so that the sum of all entries in column (i) will be exactly 100.0.
 5. Add the entries in column (j). If there are entries in columns (f) and (g) and if the sum of the entries in column (j) is less than 49.9 or greater than 50.1, verify the computations made to obtain the entries in column (j). Adjust the highest entry in column (j), if necessary, so that the sum of all entries in column (j) will be exactly 50.0. If there are no entries in columns (f) and (g) and if the sum of the entries in column (j) is less than 62.4 or more than 62.6, verify the computations made to obtain the entries in column (j). Adjust the highest entry in column (j), if necessary, so that the sum of all entries in column (j) will be exactly 62.5.
 6. Add the entries in column (k). If the result is not 100.0, verify the computations made to obtain the entries in column (k).

Section II. Division of soil-building payments and soil-building allowance.—Examine the entries in NCR-113, section VII, column (c), and enter in the right-hand side of such column the practice numbers shown in NCR-B-101, as Amended, part IV, section 13, for the soil-building practices listed in such column.

Transfer such practice numbers to NCR-114A, section II, column (a).

Transfer the acreage shown in NCR-113, section VII, column (a), for each practice to NCR-114A, section II, column (b), opposite the corresponding practice number.

Obtain the entries for column (c) from NCR-B-101, as Amended, part IV, section 13.

Obtain the entries for column (d) by multiplying each entry in column (b) by the corresponding entry in column (c).

The entries for columns (e), (g), (i), and (k) for each practice shall be obtained by dividing 100 percent by the number of persons whose names appear in NCR-113, section VII, column (d), opposite such practice. If only one name appears opposite a practice, such person shall be entitled to 100 percent of the payment for such practice. If two names appear opposite a practice, each of such persons shall be entitled to 50 percent of the payment for such practice. If the name of the owner, the operator, and a sharecropper appear opposite a practice, the payment for such practice shall be divided $33\frac{1}{3}$

percent to the owner, $33\frac{1}{3}$ percent to the operator, and $33\frac{1}{3}$ percent to the sharecropper:

1. Enter the owner's percentage for each practice in NCR-114A, section II, column (e), opposite the number of such practice.
2. Enter the operator's percentage for each practice in NCR-114A, section II, column (g), opposite the number of such practice.
3. If a sharecropper is entitled to a percentage of the payment for a practice, enter such percentage in NCR-114A, section II, column (i), opposite the number of such practice and enter the name of such sharecropper in the over-all heading of columns (i) and (j). If another sharecropper is entitled to a percentage of the payment for a practice, enter such percentage in NCR-114A, section II, column (k), opposite the number of such practice and enter the name of such sharecropper in the over-all heading of columns (k) and (l).

Obtain entries for columns (f), (h), (j), and (l), as follows:

1. The entries for column (f) shall be obtained by multiplying each entry in column (d) by the corresponding entry in column (e).
2. The entries for column (h) shall be obtained by multiplying each entry in column (d) by the corresponding entry in column (g).
3. The entries for column (j) shall be obtained by multiplying each entry in column (d) by the corresponding entry in column (i).
4. The entries for column (l) shall be obtained by multiplying each entry in column (d) by the corresponding entry in column (k).

Add the entries in each of columns (d), (f), (h), (j), and (l) and enter the totals in the spaces provided.

Obtain the entries for columns (e), (g), (i), and (k) on the last line of NCR-114A, section II, opposite the word "Total", as follows:

1. The entry for column (e) shall be obtained by dividing the total of column (f) by the total of column (d).
2. The entry for column (g) shall be obtained by dividing the total of column (h) by the total of column (d).
3. The entry of column (i) shall be obtained by dividing the total of column (j) by the total of column (d).
4. The entry for column (k) shall be obtained by dividing the total of column (l) by the total of column (d).

Add the entries on the last line of NCR-114A, section II, in columns (e), (g), (i), and (k). If the sum of such entries is less than 99.9 or greater than 100.1, verify all computations made to obtain such entries. Adjust the highest entry, if necessary, so that the sum of all such entries will be exactly 100.0.

If no soil-building practices were carried out on a cotton farm or a sharecropper farm, obtain entries for the last line of section II as follows:

1. In the case of an owner-operated farm, enter 100.0 in column (e).
2. In the case of a share-rented farm, enter 50.0 in column (e) and 50.0 in column (g).

Section III. Classification of idle cropland which was not planted to cotton in 1937 because of abnormal weather conditions.—Enter in item 1 the cotton soil-depleting base. This entry will be obtained from NCR-114, section IV, item 1, column (b).

Enter in item 2 the result obtained by multiplying the entry in item 1 by 0.65.

Enter in item 3 the acreage actually planted to cotton in 1937. This acreage will be obtained by adding the entries in NCR-114, section III, item 15, columns (b), (c), (d), and (e).

Enter in item 4 the result obtained by subtracting from the entry in item 2 the entry in item 3.

Enter in item 5 the acreage of idle cropland which was intended to be planted to cotton in 1937, but which was not planted to cotton because of abnormal weather conditions. This entry will be obtained from NCR-113, section II.

Enter in item 6 (a) the smaller of the entries in items 4 and 5.

Enter in item 6 (b) the result obtained by subtracting from the entry in item 5 the entry in item 6 (a).

Section IV. Certifications.—After all entries in NCR-114A have been completed and reviewed, the clerk who prepared the NCR-114A should sign in the space provided therefor. After NCR-114A has been reviewed by the county committee, a member of the county committee should sign in the space provided therefor. At the time such persons sign in section IV, they should insert the date of their signatures in the spaces provided therefor.

PART VIII. INSTRUCTIONS FOR PREPARATION OF WEEKLY REPORT ON STATUS AND PROGRESS OF DETERMINATION OF PERFORMANCE IN EACH COUNTY

Form NCR County No. 2, Weekly Progress Report of County Performance, will be used for the purpose of furnishing the State committee with a report on the status and progress of county performance. Such information will be summarized in the State office and transmitted to the North Central Division. The data required should be compiled as accurately as possible. Form NCR County No. 2 shall be prepared in duplicate in the county office, the original of which shall be forwarded to the State committee immediately upon completion. The copy thereof shall be retained in the county office.

The first report will be prepared as of September 3 and will indicate the status of performance as of that date. Cumulative totals for succeeding reports shall always include the data for the period for which the report is submitted. Only cumulative totals will be entered on the first report. The second NCR County No. 2 shall cover the period from September 4 to 10, inclusive, and shall be prepared after the close of business on September 10. A period shall be the week from, and including, Saturday to the close of busi-

ness on the succeeding Friday. Reports will be prepared weekly for each succeeding period.

Form NCR County No. 2 shall be prepared as follows:

1. Enter the name of the county in the first blank line in the upper right-hand corner.
2. Enter the number of the report being submitted in the second blank line of the upper right-hand corner. The report submitted as of September 3 will be numbered "1", and reports for each succeeding week will be numbered consecutively.
3. Enter the period covered by the report in the blank line following the word "Period."

Item 1.—Cumulative data for item 1 may be obtained by an actual count of the number of forms NCR-112 submitted by farm operators, or by taking the total number of entries in column 5 of the Master Office Record (form NCR County No. 1), which will indicate in which cases forms NCR-112 have been submitted by farm operators. Only forms NCR-112 should be included on which the operator has requested an inspection. The data for the period may be obtained by keeping forms NCR-112 which are received during such period separate from those which have previously been received, or by keeping a daily cumulative record.

Item 2.—Cumulative data and data for the period for item 2 shall be compiled in the same manner as set forth for item 1, except that if the Master Office Record is used, reference should be made to column 6 rather than to column 5.

Item 3.—In determining the number of farms for which forms NCR-112 have been submitted, it will be necessary to separate forms NCR-112 which have been submitted into three groups, namely, owner-operators, share-rent operators, and share-rent landlords. An actual count should be made of the number of farms listed on forms NCR-112 submitted by owner-operators, share-rent operators, and the number of farms listed on forms NCR-112 which have been filed by share-rent landlords, but for which forms NCR-112 have not been submitted by share-rent operators. Care should be taken to avoid duplication of farms for which both the share-rent operator and the share-rent landlord have filed forms NCR-112.

Item 4.—The data for cumulative total for item 4 will be obtained by multiplying the sum of the totals of column (d) and column (e) of the Farm Reporter's Comparison Record by the total of column (b) of such record. Data for the weekly period will be obtained by taking the total of the newly measured farms and the 1936 measured farms appearing in section 3 of the Farm Reporter's Daily Report.

Item 5.—Cumulative data for item 5 will be obtained by taking the total number of acceptable entries (marked ✓) in column 18 of NCR County No. 1. If any forms NCR-113 have been returned to the community committeemen for correction, and an entry has been made in column 20 of NCR County No. 1 indicating acceptance of the corrected NCR-113, such entry should be included in the total. Data for the weekly period will be obtained from columns 18 and 20 of NCR County No. 1, or if a daily report form is used for the

community committeemen similar to the Farm Reporter's Daily Report, the data may be obtained from such form.

Item 6.—Cumulative data for item 6 will be obtained by taking the total number of entries for NCR-114 made in column 31 of NCR County No. 1. The entry for the weekly period will be the number of calendar dates entered in column 31 of NCR County No. 1 which are within the period for which the NCR County No. 2 is prepared.

[NOTE.—Instructions for item 7 are applicable only in those counties which have cotton farms or sharecropper farms. Instructions for items 8, 9, and 10 are applicable only to Nebraska and South Dakota.]

Item 7.—Cumulative data for item 7 will be obtained by taking the total number of entries for NCR-114A made in column 31 of NCR County No. 1. The entry for the weekly period will be the number of calendar dates entered in column 31 of NCR County No. 1 which are within the period for which the NCR County No. 2 is prepared.

Item 8.—Data for item 8 will be a cumulative entry, and no entry will be made for the period. Enter the cumulative number of Statements of Intention on Range Land filed by operators.

Item 9.—Cumulative data for item 9 will be the total number of ranching units inspected at the time the report is made. The entry for the period will be the number of ranching units inspected during the period for which the report is submitted. The data for each period will be obtained from the report forms submitted by the range inspector.

Item 10.—Cumulative data for item 10 will be the total number of forms NCR-154 completed in the county office at the time the report is made. The entry for the period will be the number of forms NCR-154 completed in the county office during the period for which the report is submitted.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE
UNDER THE PROVISIONS OF THE 1937 AGRICULTURAL
CONSERVATION PROGRAM IN TAMA COUNTY.

CONTENTS

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for the Final Report of Performance (Form NCR-113a).
- PART VII. Instructions for Preparation of the
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Determination of Performance in the County.

PART VI. INSTRUCTIONS TO COMMUNITY COMMITTEEMEN FOR THE FINAL REPORT OF
PERFORMANCE.

The final report of performance will be made for all farms in the county for which an NCR-112, signed by either the owner or the operator of a farm in the county and requesting an inspection in such county, has been filed in the county office. Wherever possible such final report of performance will be made by duly elected community committeemen. If prior approval is obtained by the county committee from the State committee, farm reporters may make final report of performance. The term "committeeman", as used herein, also refers to farm reporters who are making the final report of performance.

It will be necessary that the persons making the final report of performance make the entire report of performance on farms for which an NCR-112 has been received and for which a first inspection was not made. In such cases it will not be necessary to make any entries in NCR-113a, Section II, column (c), but all other information which would have been obtained had there been a first inspection of such farms must be obtained by the person making the final report of performance on such farms.

The State committee should make provision for the necessary schools of instruction as soon as possible after receipt of the photo enlargements, necessary forms, and instructions pertaining to their use. Thorough and adequate supervision should be given to the counties regarding the use of photo enlargements in connection with the final report of performance.

The "community committee work list" will be prepared by clerical assistants in the county office in accordance with instructions contained in NCR-111, Tama County, Part V. The farms assigned to the committeemen for final report of performance will be listed on the community committee work list.

The State committee in cooperation with the county committee will make provision for the selection and training of committeemen who will make the final report of performance. The persons selected to make the final report of performance must be accurate and thorough in the work in connection with the final report of performance, and must be thoroughly schooled if they are to do satisfactory work with the aerial photographs. Persons unable to conceive the importance of small distances on the photograph, or who are unwilling to study the photograph enlargement so that they can identify correctly entries on such enlargement, cannot do satisfactory work and should not be recommended by the county committee.

The county schools of instruction for committeemen should provide adequate training pertaining to:

- (a) the review of the entries on NCR-113a made by the farm reporter;
- (b) procedure for making necessary corrections of entries made on NCR-113a by the farm reporter;
- (c) the marking and lettering of fields on the photo enlargement;
- (d) procedure regarding sketching of fields on NCR-113a where measurements are required and correct method of entering data pertaining to fields, land uses, crops, and soil-building practices; and
- (e) the review and approval of entries to be made in the county office on NCR-114B.

Committeemen selected to make the final report of performance should be thoroughly familiar with the instructions set forth in NCR-111, Tama County, Parts IV, VI, and VII. The committeemen will not correct any entries made by farm reporters or clerical assistants in NCR-113a, Section II. Entries pertaining to changes in the use of a field since the first inspection shall

be made in accordance with the instructions contained in NCR-111, Tama County, Part IV, Section II. If any entries have been omitted on NCR-113a in the county office due to doubtful or insufficient information, the committeemen should secure such information and enter it on the NCR-113a at the time of the final report of performance.

The county committee in cooperation with the State committee shall provide for the selection of planimeter operators to make the necessary computations of field acreages in the county office. No persons should be recommended by the county committee for this work unless it is clearly evident that they thoroughly understand the manner in which this work should be done and have clearly demonstrated their ability to do this type of work. The State committee should make adequate provision for the training of such persons.

At the close of the training schools the county committee should submit to the State committee for its approval a list of the names of persons who are eligible to make the final report of performance and the clerical assistants who are recommended as planimeter operators. The State committee should transmit as soon as possible to the county committee a list of those persons approved by the State committee to complete the work in connection with the final report of performance. At least two planimeter operators will be needed in a county in which two thousand farms are participating in the 1937 Agricultural Conservation Program.

Aerial photo enlargements and a county index map will be transmitted by the State office to each county in which aerial photo enlargements will be used to determine the extent of performance.

The photo enlargements on which farms will be identified and from which the acreage of fields will be determined are made to a scale of 1 inch equals 660 feet (8 inches equal one mile). At this scale one square inch on the photo enlargement is equivalent to 10 acres. The total area covered by a photo enlargement will depend on the scale of the negative. Aerial photo enlargements made from negatives owned by the Agricultural Adjustment Administration will cover an area of approximately 6 square miles when made from 7" x 9" negatives and an area of approximately 8 square miles when made from 9" x 9" negatives. Aerial photo enlargements made from negatives at a scale different from those made for the Agricultural Adjustment Administration will cover larger or smaller areas, depending on the scale of the negatives.

Each photo enlargement overlaps all bordering photo enlargements, thereby making it unnecessary to identify farms near the edge of the photo enlargement.

All photo enlargements are numbered and will be identified by county and township names and township, range, and section

numbers. Identification entries will be placed on the enlargements before they are transmitted to the county office. All entries on the photo enlargement will be so placed as to cause the top side of the photo enlargement to be the north side, and all section numbers will be entered in the approximate center of the sections.

The county index map will show the number of the enlargement covering each section in the county and is prepared in the State office by placing the photo enlargement number in each section on a county plat or highway map.

County Office Procedure. Upon receipt of the photo enlargements and county index map in the county office the clerical assistants will prepare index maps for the committeemen. These maps will be prepared by tracing on a sheet of paper from a county map the area of the county to be assigned to each committeeman. Enter in each section of the committeeman's index map the section number and the number of the photo enlargement. At the top of the index map enter the name of the township and the name of the committeeman to whom such index map is assigned. If areas in more than one township are assigned to one committeeman, the township names and boundaries shall be indicated clearly on the index map. These committeeman's index maps make it possible to select quickly by number the photo enlargement covering any section in the county.

Photo enlargements must be protected from dirt, breakage, scratching, and moisture, and should not be rolled or folded, and should be filed in a dust-proof cabinet. The photo enlargements should be filed numerically in lots of not more than twenty-five. They should not be filed by townships, since many of the photo enlargements will cover portions of more than one township. Photo enlargements not in use should be kept in the file. When temporarily not in use, they should be turned face down and weighted to prevent rolling.

In some cases part of a farm will appear on different photo enlargements. In such cases the inspection of the farm should not be made until the county office has assigned all enlargements covering such farm to the committeeman who will make such inspection. In order to minimize the number of reassignments of photo enlargements all farms to be inspected and appearing on one photo enlargement should be assigned to one committeeman, even though a number of such farms are located in an adjacent township.

The following form should be prepared in the county office for the purpose of maintaining a record of enlargements assigned to, returned by, and reassigned to each committeeman.

Name of County _____

Record of Photo Enlargement

Assignments to Committeemen

Name of Committeeman _____ Name of Township _____

Enlargement Number (1)	Date Assigned (2)	Date Returned (3)	To be Reassigned to: (4)

Column (1). Enter the photo enlargement numbers assigned to the committeeman.

Column (2). Enter the date of assignment of the photo enlargement to the committeeman.

Column (3). Enter the date the photo enlargement is returned to the county office.

Column (4). Enter on the line opposite the photo enlargement number the name of the committeeman to whom such enlargements will be reassigned.

Equipment. Committeemen should be supplied with the following:

One plywood or composition board, size 24" x 26", with canvas or oilcloth cover attached to one of the 26" sides in such a way as to permit the canvas or oilcloth cover to be raised, the photo enlargement to be placed on the board, and the covering to be clamped down with spring clamps. Keep the cover over the photo enlargement when such enlargement is not being used. Only one photo enlargement should be placed on the board at one time for use in the field.

One plywood or composition board, size 24" x 26", on which can be placed other photo enlargements, with cover attached as heretofore described or other suitable container wherein can be placed the other enlargements in the committeeman's possession.

Three automatic type pencils fitted with high quality black, blue, and red leads. Extra leads and erasers should be carried.

Indelible pencils must not be used.

The pencil with the blue lead should be used only for designating farm boundaries on the photo enlargement. The pencil

with the red lead should be used for designating on the photo enlargements the field letters, farm numbers, field arrows, waver-ing lines marking out field lines that do not apply to 1937 fields, and fine-dashed lines accentuating faint field boundary lines. The pencil with the black lead should be used for making entries and sketches of fields in NCR-113a, Section I, operator's name and farm number on the back of the photo enlargement if farm numbers are assigned, entries of notes on the back of the enlargement relative to fields of a farm on more than one photo enlargement, and all other entries on NCR-113a.

A piece of triple-0 sandpaper to be used in keeping pencils sharp.

One tape and eleven pins, or other measuring equipment approved by the State committee.

Ten large spring binder clamps to be used in holding enlargements firmly on the plywood or composition boards.

Forms NCR-113a for each farm to be inspected.

Community committeeman's work list with column for serial photo enlargement number, as shown on NCR-111, Tama County, page 25. If parts of a farm appear on more than one photo enlargement, all such photo enlargement numbers shall be entered on the community committeeman's work list and also in NCR-113a, Section III, item 5, even though such photo enlargement has not been assigned to the committeemen at the time.

The prepared index map covering the committeeman's assigned territory.

A 6" celluloid straight edge.

Instructions to Committeemen. The committeeman will visit each farm listed on his work list, complete the NCR-113a, ascertain farm boundaries, make such measurements as are necessary to establish field boundary lines, make such sketches of fields in NCR-113a, Section I, as will be necessary, identify and mark field boundary lines on the photo enlargements and place the work sheet or farm number, as the case may be, and field letter on the photo enlargement for each field of each farm inspected.

Overlap of the photo enlargements along the line of flight and between adjacent flight lines will make it possible for a farm appearing on the edge of one photo enlargement to be found near the center on some other photo enlargement. Farms to be inspected should be identified on the photo enlargement on which appears such farm nearest the center of the photo enlargement.

The committeeman shall make the final report of performance of all farms in his assignment on one photo enlargement and return

such enlargement, together with the related Forms NCR-113a, to the county office for review before proceeding with the inspection of farms on other photo enlargements. If the work of the committeeman is found satisfactory, he should proceed with the identification and inspection of all farms assigned to him. If the work of the committeeman is found to be unsatisfactory, he should be given additional instruction or replaced by another person.

Photo enlargements should not be mailed to the county office, but returned by the committeeman, in person, as soon as the final report of performance is made for the farms on the enlargements assigned to him. Photo enlargements should not be exposed to direct sunlight except when necessary.

Committeemen should plan their routes for each succeeding day, and should, insofar as possible, notify the farmer one day in advance of the probable time the inspection is to be made. Such procedure will eliminate any unnecessary trip to the farm.

In making the final report of performance the committeeman will check NCR-113a as follows:

Sec. III. Identification of Farms.--Check with the farm operator or owner the entries made in items 1, 2, 3, and 4. If any changes are necessary in such entries, draw a line through the original entry and place the correct entry above or beside the original entry and initial such entry. If no entry has been made in item 1, 2, 3, or 4, the necessary information for such entries should be obtained at this time and the proper entry made.

If any question arises concerning the correctness of the entries in lines 1 and 2 pertaining to the person who should be deemed to be the operator or owner of such farm, the committeeman will ascertain all facts regarding the ownership and operation of such farm. Any person claiming to be the owner or operator of such farm, should, where practicable, be interviewed by the committeeman. In such cases the committeeman will make no entry in lines 1 and 2 but will prepare a statement setting forth all the facts pertaining to such ownership and operation and attach such statement to the NCR-113a when such NCR-113a is forwarded to the county office. The county committee after referring to NCR-B-101, Tama County, as Amended, Part V, Sections 2 and 3, will determine and enter the correct information in lines 1 and 2.

Sec. I. Map of Farm.--The committeeman should ascertain from the farm operator or the owner whether the land indicated on the map includes all of the land under the same ownership which composes the farm. The farm designation entry "Identical", "comparable", or "new", appearing in the upper left-hand corner of

Section I, should be checked to see that such designation is applicable to this farm..

Sec. II. 1937 History of Fields.--The entries made in column (c) for each field pertaining to crops, land uses, and soil-building practices should describe adequately such crops, land uses, and soil-building practices for each field. If changes have occurred since the first inspection in the land use or utilization of a crop, or soil-building practices in addition to those indicated in column (c) have been carried out on a field, detailed entries pertaining to such changes or such additional soil-building practices should be made by the committeeman in Section II, column (f). For example, if Field A was planted to soybeans and the entry in column (c) is "Soybeans", and a part of the soybeans has been cut for hay and part has been plowed under and followed by a winter cover crop since the first inspection, the committeeman should make the additional measurements necessary to determine the acreage devoted to each separate use. In such case a dotted line should be drawn on the map to indicate the field division and the new fields should be lettered "A₁" and "A₂". The line in columns (e) and (f) for such fields should be divided horizontally and the entry for the new field letter and the use of the field inserted. If, after the first inspection, no changes have occurred in the use of a field and no additional soil-building practices have been carried out on such field, the word "same" will be entered in column (f) directly opposite the field letter of such field.

All entries in Section II, column (c), pertaining to crops, land uses, and soil-building practices should be reviewed by the committeeman to ascertain whether such entries have been made in accordance with instructions contained in NCR-111 Tama County, Part IV. The committeeman should determine whether the soil-building practices which have been carried out on such farm were carried out in accordance with the provisions of NCR-B-101 Tama County, as Amended, Part IV, Section 3. If any of such entries were not made in accordance with the instructions contained in NCR-111 Tama County, Part IV, the correct entries should be made in column (f). If any soil-building practices carried out on such farm were not carried out in accordance with the provisions of NCR-B-101 Tama County, as Amended, Part IV, Section 3, appropriate notation to this effect should be made in column (f). If any noncropland was planted in 1937 to a crop, appropriate notation should be made in column (f) that such crop was planted on non-cropland. Where soil-building practices have been carried out in accordance with the provisions of NCR-B-101 Tama County, as Amended, Part IV, Section 3, the committeeman should enter in column (f) the name of the soil-building practice followed by the word "approved".

Proof of performance of the seeding of adapted legumes and perennial grasses, when such legumes and grasses have failed,

must be substantiated. The committeeman should ascertain from the operator or owner whether evidence has been filed in the county office, and if such evidence has not been filed in the county office, such evidence should be obtained and attached to the NCR-113a when it is forwarded to the county office. Proof of performance with respect to any soil-building practice carried out on the farm, such as the application of limestone, phosphate, potash, or gypsum, must be substantiated. If evidence of the application of such materials has not been filed in the county office by the operator or the owner, such evidence should be secured and attached to the NCR-113a when it is forwarded to the county office. Any other proof of the carrying out of such practices should be attached to the NCR-113a when it is forwarded to the county office if such proof has not already been forwarded to the county office.

If the certifications of origin of adapted seed for alfalfa, mixtures containing alfalfa, red clover or any mixtures containing red clover, have not been filed in the county office by the operator or owner, such certifications should be obtained and attached to the NCR-113a when it is forwarded to the county office.

Sec. IV. Commercial Vegetables.--If no entry has been made in Section IV, the committeeman should make certain that no commercial vegetables were grown on such farm in 1936. If commercial vegetables were grown on such farm in 1936, information pertaining thereto must appear in Section IV. If an entry has been made in Section IV, item 1, such entry should contain the 1937 letters of the fields upon which commercial vegetables were grown in 1936. If any of the acreage devoted to commercial vegetables in 1936 does not constitute a 1937 field, sufficient measurements should be made to establish such 1936 acreage. Such measurements should be so indicated in Section I that it is apparent that they are 1936 fields. In entering the letters of such fields in Section IV, they should be followed by a dash and "1936" should immediately follow such dash. The fields entered in NCR-113a, Section IV, should be compared with the fields used for commercial vegetables in 1937 as shown in NCR-113a, Section II, to ascertain the accuracy of the entry in NCR-113a, Section IV. After such entry is checked and it appears that the entry is incorrect, the committeeman should make such inquiry and such measurements as are necessary to obtain the acreage of such fields. In such cases a line should be drawn through the original entries and the committeeman should place and initial his entries above or beside the original entry.

Sec. V. Other Land Owned or Operated in the County.
The committeeman should check with the operator any entry in Section V, item 1, to determine whether such entry is correct. The committeeman should check with the owner any entry made in Section V, item 2, to determine whether such entry is correct.

If no entry has been made in item 1 or 2, the committeeman should inquire of both the operator and the owner of this farm regarding other land owned or operated in the county by them to determine the proper entry to be made in item 1 or 2. Every effort should be made to insure the accuracy of the entries in this Section V.

Sec. VI. Leasing or Operating Agreement.--The committeeman should verify the answers in Section VI, items 1 and 2. If the answer in Section VI, item 1, is "yes", such answer should be checked with persons who are familiar with the ownership of such farm. If the answer in Section VI, item 2, is "yes", such answer should be checked, if possible, with the person who rented such farm to the operator. If either item 1 or 2 of Section VI is answered "yes", no entries should have been made in the table in Section VI. If the entries in both items 1 and 2 are "no", the table should have been filled in by the farm reporter and should be checked by the committeeman. If all of the farm is rented for cash by one operator, such operator's name will be entered in column (a) and "all" will be entered in column (b). The entry in column (c) will be "Cash tenant" and the entry in column (d) should be the entire acreage of the farm. In such case the committeeman should, if at all possible, check with the person who rented such farm to the operator for cash. Column (a) should be checked to make sure that all operators on the farm are listed, including the owner, if he is also the operator of a tract on the farm. Check the field letters in column (b) to see that all fields in the tracts operated by the various operators are listed in column (b) following their respective names. Check the entries in column (c) to determine that each operator on the farm has been designated properly as "owner", "cash tenant", or "share tenant" on the tract operated by such operator. Check the entries in column (d) to make sure that the acreage given for each operator is the approximate total acreage in the tract operated by such operator. Entries in the table should be checked with both the owner and the tenants to make sure that there is no question concerning the leasing agreements or the fields and acreages in the various tracts. If any entry in Section VI is found to be incorrect, the committeeman should delete the incorrect entry by drawing a line through such entry and make the corrected entry above the deleted entry. Any such corrections should be initialed by the committeeman.

Sec. VII. Certifications.--Wherever possible, the committeeman should review thoroughly the entries in Sections I to VI, inclusive, with the owner and the operator of the farm before obtaining their signatures in Section VII, item 2. While it will not be possible, in certain instances, to review the entries with and obtain the signatures of both the owner and the operator, every effort should be made to do so. In reviewing the entries on NCR-113a, sufficient time should be spent with the owner and the operator so that they understand the entries which have been made thereon and are satisfied that such entries are correct. Wherever signatures are

obtained in Section VII, item 2, the person signing should insert in the space provided therefor, the date of such signature. In the case of owner-operator farms, it will only be necessary to review and obtain the signature of the operator. After such review and after all possible signatures have been obtained, the committeeman should enter his signature and the date thereof in the spaces provided therefor in Section VII, item 3. If a person other than a committeeman has made the final report of performance, the title to Section VII, item 3, should be deleted and such person should affix his title after his signature in Section VII, item 3.

Marking farm boundaries on the photo enlargement. All boundary corners on the farm shall be marked by placing at the corners two connected lines running parallel to the farm boundary in such a manner as to form the angle as made by the farm boundary lines at that point. Such lines should be in blue pencil, each line about one-half inch in length, and placed just inside the field crop line so as not to obscure either the field boundary or the field crop line.

Marking field boundaries on the photo enlargement. Arrows should be drawn at right angles to each field boundary if the field boundary is one which limits the field designated by the field letter in NCR-113a, Section II, column (b), for which the field history entered in NCR-113a, Section II, column (c), is applicable. The points of such indicating arrows should barely touch the field boundary line. Draw only one arrow at right angles to each field boundary line when such boundary line is clearly defined.

If field boundary lines are not defined clearly, the committeeman by inspection should determine such boundary lines and place sufficient arrows to indicate clearly the boundary line. Such boundary lines may be accentuated further by placing a fine-dashed line on the boundary line. If the boundary line cannot be determined by inspection, the necessary measurements should be made. Arrows indicating field boundary lines and fine-dashed lines accentuating faint field boundary lines should be entered in red. All field boundary lines that do not define 1937 fields should be deleted by drawing a red wavering line over such field boundary lines.

Establishing field boundary lines not indicated on the photo enlargement. Field boundary lines not indicated on the photo enlargement may be established by the use of landmarks such as fences, roads, or buildings, provided some one point of each landmark is located on the field division line. In such cases the committeeman should draw a fine-dashed red line on the photo enlargement through such points.

Procedure for making measurements to establish field boundaries. In NCR-113a, Section I, sketch the fields for which measurements are necessary. Such sketches should be made from

the original field boundary lines as shown on the photo enlargement. Enter the 1937 field letters in such sketches as shown in NCR-113a, Section II, column (b). Entries pertaining to measurements should not be made on the photo enlargement. If one field as shown on the photo enlargement has been divided, only that field should be sketched and measurements made to permit the establishment of the new field division line by the county office. If the change in the field boundary lines indicated on the photo enlargement is such as to include all of one field and part of another field or fields, all such fields will be sketched in NCR-113a, Section I, and necessary measurements made to permit the establishment of the new division lines by the county office. All fields sketched in NCR-113a, Section I, should be in solid black pencil lines. The new field boundary lines should be indicated in such sketches with a black broken line. Delete any boundary line in such sketch or sketches that does not apply by drawing a black wavering line over such boundary line.

In most cases it will be necessary to make two measurements, one at each end of the division line in order to establish accurately the new field boundary line. More than two measurements will be needed if the line to be established is not a straight line.

The committeeman should examine the photo enlargement to establish a clearly defined point from which the measurement should be made. The selection of each starting point will be governed by the sharpness and clearness of the point as shown on the photo enlargement. The committeeman should select carefully such starting points since to establish properly a boundary line dividing a field it is necessary that clerical assistants in the county office apply the scale from the same point on the photo enlargement as that from which the committeeman started his measurement. After the measurements have been made, they should be entered in black pencil on the sketch of the field with arrows in black pencil indicating the points of measurement. A notation shall be made on the sketch, describing the point from which measurement was started, such as "measured from crop line", "measured from fence line", or "measured from the center of the road". The measurements will be converted to inches and the field boundary line properly scaled in on the photo enlargement in the county office. Field letters corresponding to the field letters entered on sketches should be placed on the photo enlargement by the committeeman, so as to designate properly such field prior to scaling in the division line by the county office.

It will be necessary to sketch fields in NCR-113a, Section I, if changes in the use of a field have been made, or additional soil-building practices have been carried out since the first inspection of performance, if the division line for different uses and practices of fields is not defined clearly on the photo enlargement. The field letter should be placed at the top of

the sketch in order that the sketch may be identified with the field it represents on the photo enlargement. Measurements should be made to permit the establishment of the new division line and such measurements should be entered on the sketch. A broken line should be drawn in the sketch to show the approximate line of division. The field letter with subnumeral should be placed in each part of the sketch. The history for each part of the field should be entered properly in NCR-113a, Section II, column (f).

It will not be necessary to sketch fields in NCR-113a, Section I, if changes in the use of a field have been made, or additional soil-building practices have been carried out since the first inspection of performance if the new division line for such field is defined clearly on the photo enlargement. Such division line should be arrowed and the field letter assigned to such field at the time of the first inspection should be entered in each part of the field with a subnumeral. The history for each part of the field will then be entered in NCR-113a, Section II, column (f), opposite the subnumeraled letter entered in NCR-113a, Section II, column (b).

Photo enlargements resulting from 1937 photography should require but few measurements and sketches. Reference to the map of the farm drawn in NCR-113a, Section I, at the time of the first inspection of performance will assist in lettering fields and establishing field boundary lines.

Lettering the fields on the photo enlargement.---The committeeman shall enter in each field of the farm in red pencil the 1937 field letter entered in NCR-113a, Section II, column (b). Precaution must be taken in establishing the 1937 boundary lines of fields when such boundary lines are different from the 1936 boundary lines. The boundary lines of all fields will be those that pertain only to the history of such fields, entered at the time of first inspection in NCR-113a, Section II, column (e).

Position of field letters and farm numbers on the photo enlargement.---Capital letters should be used for field letters and entered in the center of the field in such a manner as to cause the top of the photo enlargement to be the north side.

Each farm should be given a number for identification purposes. Such number should be entered in each field of the farm.

In counties where the fields of the farms are too small to permit the use of the work sheet number, the committeeman will assign number 1 to the first farm inspected on each photo enlargement, number 2 to the second farm, etc. Each photo enlargement will have farms numbered 1, 2, 3, 4, etc. The farm number should also be entered directly below the photo number

appearing in NCR-113a, Section III, item 5. In order that numbering be kept in sequence and without duplication on the photo enlargement, place the name of the operator and the number assigned to his farm on the back of the photo enlargement. Farm numbers shall precede the field letter, as follows: 4A, 4B, 4C, 4D, etc. Farm numbers and field letters should be entered on the photo enlargement with a red pencil.

The same farm number should be entered on all fields of a farm, even though all of the fields of the farm are not on one photo enlargement. If such number has been assigned to a different farm on the photo enlargement required to complete the final report of performance, the committeeman will use the number assigned to the farm followed by that same number in parenthesis and enter such number combination on the required photo enlargement. For example, if the farm number is 5, the number on the required photo enlargement will be 5(5). Enter the same number combination on the back of the required photo enlargement, followed by the name of the operator.

Enter in NCR-113a, Section III, item 5, the assigned farm numbers and the numbers of the photo enlargement on which such numbers are entered.

In counties where the fields of the farms are large enough to permit entering the work sheet number, only such number should be used, and no other farm number shall be assigned. If work sheet numbers are used, it will not be necessary to record such numbers on the back of the photo enlargement. The work sheet number will appear on the committeeman's work list column (a) and also in NCR-113a, Section III, item 5. In counties using the work sheet numbers for farm identification numbers such numbers and the field letters will be entered in the fields with a red lead pencil as follows: 1042A, 1042B, 1042C, 1042D, etc. Such work sheet numbers should be entered on all the fields of the farm on all photo enlargements on which such fields appear.

If the photo enlargement necessary to complete the first report of performance for a farm is not in the possession of the committeeman, a notation shall be made in the lower right-hand corner in NCR-113a, Section I, that "Additional photo enlargements are necessary". Complete inspection of the farm will be delayed until the county office has secured and reassigned the required photo enlargement.

County office equipment.--County office equipment should include the following: one or more planimeters, magnifying or reading glasses for making planimeter and scale readings; photo enlargement filing cabinet; large table; adjustable desk lamps; transparent straight edges; one 12" and two 6" flat, white enameled, beveled edge scales, 66-divided; automatic type pencils with black, blue, and red leads; and a suitable county map.

Procedure in the county office after photo enlargements have been returned by committeemen.--Photo enlargements and related Forms NCR-113a returned to the county office should be reviewed with the committeeman. Photo enlargements or Forms NCR-113a with incomplete or incorrect entries should be reassigned to the committeeman for completion or correction.

All farm identifications should be made by the committeeman on the photo enlargement permitting such identification to be made nearest the center of the photo enlargement. If identifications have not been made in this manner, the planimeter operator should transfer the farm and field identifications to the photo enlargement most advantageously displaying such farm or portions of such farm, and the new photo enlargement number entered on the NCR-113a, Section III, line 5. If such transfers of identifications are made, the planimeter operator should enter the following notation in red pencil on the farm on the photo enlargement on which the original identification was made: "Identification of farm number _____, transferred to photo number _____."

Entering field division lines on the photo enlargement from the field sketches in NCR-113a, Section I.--Office personnel will scale in carefully field division lines on the photo enlargement from the sketches and data found in NCR-113a, Section I. The fields and field letters on the photo enlargement(s) should be checked carefully with the fields and field letters on the map of the farm in NCR-113a, Section I.

Transfer of data pertaining to 1937 performance entered on 1936 photo enlargements.--A new set of photo enlargements will be supplied to counties photographed previous to 1937. In counties where the 1936 photo enlargements have been used for farms and field identifications in 1937, clerical assistants should transfer identifications to the new photo enlargements before acreage computations are made. All acreage computations should be made from the new photo enlargements.

Determination of field acreage.--Only the area within the crop line of fields should be determined.

A planimeter and a flat 66-divided scale should be used to determine field acreages. The planimeter should be used on irregular-shaped fields. (See instructions for use of the planimeter.) Square and rectangular fields should be scaled. The acreage of a scaled field is determined by dividing the number of square feet in the field by 43560.

Acreage determinations will be carried to one decimal place and entered in NCR-113a, Section II, column (d).

Calculations relative to acreage computation should be carried to two decimal places and rounded to one decimal place.

In rounding such calculations to one decimal place, fractions amounting to five one-hundredths (0.05) or less should be dropped, and fractions amounting to six one-hundredths (0.06), but less than one-tenth (0.10), should be considered as one tenth. For example, 5.05 should be entered as 5.0; 5.09 as 5.1; 5.14 as 5.1; and 5.16 as 5.2.

Each office worker should initial each form on which he makes computations or which he reviews.

Instructions for the use of the planimeter.---The planimeter is a delicate instrument and should be protected from falling or moving objects at all times. The measuring roller and the axle and bearings holding the roller in position are the most delicate parts of the planimeter. A dry, clean cloth should be used to wipe the dust from the photo enlargements before planimentering since dust will act as an emery and wear down the roller edge of the instrument. The instrument should be kept free from moisture. The operator's fingers should not touch the measuring roller, and the instrument should be lifted only by its arms. The instrument should always be lifted and never dragged into a new position and should be placed in its case when not in use.

Planimetering fields on the photo enlargement.---Place the planimeter in such a position as to permit the tracing point to follow the crop line of the field while keeping the tracing arm as nearly at right angles to the pole arm as is possible. Place the tracing point of the planimeter in the center of the field and move the pole arm so that the plane of the measuring roller bisects the pin in the weight on the end of the pole arm. Move the tracing point to one corner of the field and make a slight indentation at that corner on the photo enlargement. Such indentation should be used as the starting and stopping point for planimetry of the field. Setting the measuring roller to zero before planimentering a field does not give a more accurate reading, takes more time, and causes unnecessary wear on the measuring roller. Read the instrument as it stands at the starting point and record such reading and the field letter to which it pertains in the blank space in NCR-113a, Section I.

Follow the crop boundary line of the field as accurately as possible with the tracing point of the planimeter. Head lands and land along fences not in crop usually will be either darker or lighter than the cropland. If crop lines are straight, use a small celluloid straight edge to guide the planimeter tracer point.

Trace the field crop boundary line using care to bring the planimeter tracing point to the exact starting point, read the instrument, and record the reading above the first reading entered in NCR-113a, Section I.

Each field should be planimetered three times, and the readings taken should be recorded one above the other in the order taken to permit the subtraction of the first reading from the second, the second reading from the third, etc. Average the results of the three subtractions if the results of the subtractions do not vary more than three one-hundredths (0.03) of a square inch. If the subtractions show variations greater than three one-hundredths (0.03) of a square inch, the field should be replanimetered until three consecutive subtractions show variations of three one-hundredths (0.03) of a square inch or less.

All adjustable planimeters should be set to read in square inches. The scale of the photo enlargements, one inch equals 660 feet, makes it possible to read the acreage directly from the square inch reading by moving the decimal point one place to the right. For example, if the square inch reading is 1.02, the acreage reading will be 10.2.

Enter all planimeter readings, subtractions, and acreage computations in NCR-113a, Section I, and enter the field acreage in NCR-113a, Section II, column (d).

If the table in Section VI, NCR-113a has been filled in due to the farm being rented for cash, or because the farm is operated by more than one operator, head column (e), "Cropland Acreage" and enter in column (e) following each operator's name, the acreage of cropland in the tract operated by such operator. This entry will be the sum of the acreages of the cropland fields whose letters are entered in column (b) of the table following the names of the respective operators.

PART VII. Instructions for Preparation of the Summary of Performance (Form NCR-114B) in the County Office.

The Summary of Performance, Form NCR-114B, summarizes the data obtained for each farm on the Farm Report, Form NCR-113a. Before an NCR-114B is prepared for a farm, the NCR-113a for such farm should be studied carefully to ascertain whether such NCR-113a is complete and accurate. If any NCR-113a is found to be incorrect or incomplete, NCR-114B for such NCR-113a should not be prepared, and such NCR-113a should be called to the attention of the county committee, who will have such NCR-113a corrected and completed by a farm reporter or community committeeman. Before the persons who are to prepare NCR-114B start this work, they should familiarize themselves thoroughly with the provisions of NCR-B-101 Tama County, as Amended, particularly the provisions pertaining to the classification of acreage, the conditions under which payment will be made for soil-building practices, old conserving acreage, new conserving acreage, division of payments, and persons eligible for

payment. An understanding of these provisions and the instructions in NCR-111 Tama County is necessary in order to complete accurately NCR-114B.

Preparation of NCR-114B. NCR-114B will be prepared in duplicate and should be prepared with an indelible pencil. The original will be forwarded to the State office and the copy will be retained in the county office. Every precaution should be taken to insure the accuracy of the information summarized on NCR-114B since NCR-114B is used as the basis for the data contained in any application for payment submitted with respect to a farm. Enter the State and county code in the first blank space in the upper right-hand corner. Enter the minor civil division code and work sheet number and the aerial photograph number in the third blank space in the upper right-hand corner.

Sec. I. Operator and Owner Data.--Column (a). Enter in item 1 the name of the operator, including any owner-operator of the farm on June 30, 1937, if it appears that such person was the operator of such farm, or a tract in such farm, for a period of 60 consecutive days, which period included June 30, 1937. The name of such person and the information necessary to determine whether such person was an operator for a period of 60 consecutive days will be obtained from NCR-113a, Section III, line 1. If the farm was operated by more than one person, enter the names of all such persons in items 1, 2, and 3, in accordance with the instructions set forth above for one operator. Enter in item 4 the name of the title owner of such farm on June 30, 1937, (except in cases where the entire farm is rented for cash to a person who field rents all or a portion of the farm to one or more third parties, in which case the person renting the entire farm for cash will be considered the owner and his name will be entered in item 4, column (a) if it appears that such person was the title owner of such farm for a period of 60 consecutive days, which period included June 30, 1937. The name of such owner and the information necessary to determine whether such owner was the owner for a period of 60 consecutive days will be obtained from NCR-113a, Section III, line 2. If it appears that any person who was such owner or operator on June 30, 1937, did not own or operate such farm for 60 consecutive days, the matter should be referred to the county committee. The county committee will refer to NCR-B-101, Tama County, as Amended, Part V, Sections 2 and 3, and as soon as all facts pertaining thereto have been considered, will advise what names, if any, are to be inserted in item 1, 2, 3, or 4 of column (a).

Column (b). Enter in items 1, 2, and 3 the addresses of the operators. These addresses will be obtained from NCR-113a, Section III, line 1. Enter in item 4 the address of the owner. This address will be obtained from NCR-113a, Section III, line 2. It is absolutely necessary that complete and correct addresses be obtained and entered for both the operator and the

owner. Wherever possible the rural route number or the street number should be entered. The type of address must be such that any mail directed to such person at such address will reach such person without delay.

Column (c). If only one person is listed as operator in column (a), the cropland acreage to be entered in column (c) following such person's name will be obtained from NCR-114B, Section II, item 39, column (g). If more than one person is listed as operator in column (a), the cropland acreage to be entered in column (c) following each operator's name will be obtained from column (e) of the table in Section VI, NCR-113a for the respective operators. The cropland acreage to be entered in column (c) item 4, will, in all cases, be obtained from NCR-114B, Section II, item 39, column (g). The sum of the entries in items 1, 2, and 3 of column (c) should equal item 4, column (c). If these entries do not check, all entries in NCR-113a and NCR-114B should be checked until the error is found and corrected.

Column (d). The entry in column (d) for each person will be the percentage obtained by dividing the cropland acreage in column (c) for each such person by the total cropland acreage in item 4, column (c).

Column (e). If there is only one person listed as operator in column (a) and such person is also the owner of the farm listed in item 4, column (a), the entry for such person in column (e) will be "100". If there is only one person listed as operator in column (a) and such person is not the owner listed in item 4, column (a), but such person is renting the entire farm for cash rent, the entry in column (e) for such operator will be "100" and "(cash renter)" will be entered in column (a) following such person's name. If there is only one person listed as operator in column (a) and such person is neither a cash renter nor the owner listed in item 4, column (a), the entry for such person in column (e) will be "50". If there is more than one person listed as operator in column (a), the entry for each such person in column (e), except for any such person who is also the owner of the farm entered in item 4, column (a), will be "50". If there is more than one person listed as operator in column (a) and one of such persons is also the owner of the farm listed in item 4, column (a), the entry to be made in column (e) for such person will be "0".

Column (f). The entry to be made in column (f) for each person who is listed in items 1, 2, and 3, column (a), will be obtained by multiplying the percentage figure in column (d) by the percentage figure in column (e) for each such person. Obtain the sum of items 1, 2, and 3, column (f), and subtract such sum from 100. Enter the result so obtained in item 4, column (f).

Column (g). The entry to be made in column (g) for each person will be the work sheet numbers of other farms in which

such person has an interest as owner or operator, in a share of the crops, or the proceeds therefrom. If a person has such an interest in any considerable number of farms, the work sheet numbers of all such farms need be listed only on one NCR-114B and the work sheet number entered in the upper right-hand corner of such NCR-114B may be entered in column (g) opposite the name of such person on all other forms NCR-114B on which such person's name appears.

Sec. II. Classification and Acreages.--The entries for Section II, columns (b), (c), (d), (e), and (f) will all be obtained from NCR-113a, Section II. Columns (c) and (f) of such section will set forth the uses made of each field, while column (d) of such section will set forth the acreage in each such field. If the acreage for any field has not been obtained, or if the acreage entered in column (d) appears to be incorrect, the correct acreage should be obtained and entered in NCR-113a, Section II, column (d). All acreage computations in connection with the determination of performance should be carried to two decimal places. Before such calculations were entered on NCR-113a, they should have been rounded to one decimal place. If they were not rounded to one decimal place, they should be rounded to one decimal place before entering such acreages on NCR-114B. In rounding such calculations to one decimal place, fractions amounting to five hundredths (0.05) or less shall be dropped and fractions amounting to six hundredths (0.06) or more shall be considered as a tenth of a unit. For example: 5.05 should be entered as 5.0; 5.09 as 5.1; 5.14 as 5.1; and 5.16 as 5.2.

Land used as set forth in NCR-114B, Section II, items 1 to 11, inclusive, is classified as intertilled. If any acreage is first planted in 1937 to a crop listed in NCR-B-101, Tama County, as Amended, Part III, Section 1, and is subsequently planted to another crop or crops in 1937, the acreage of such subsequently planted crop or crops will not be entered in NCR-114B, Section II. In such cases, the acreage of the crop first planted, if such crop is listed in NCR-B-101, Tama County, as Amended, Part III, Section 1, will be entered in NCR-114B, Section II. If any acreage is first planted in 1937 to a crop not listed in NCR-B-101, Tama County, as Amended, Part III, Section I, and is subsequently planted to a crop listed in such Section I, the name and acreage of such subsequently planted crop shall be entered, and the name and acreage of such first planted crop will not be entered on NCR-114B. The entries to be made in NCR-114B, Section II, columns (b), (c), (d), (e), and (f), on the same line are the acreages of the fields devoted to the same use. For example: If fields A, F, and G are set forth in NCR-113a, Section II, as all the fields which have been planted to corn, enter the acreage in field A in column (b); the acreage in field F in column (c); the acreage in field G in column (d); and enter in column (g) the total acreage of fields A, F, and G. The same procedure should be followed for other land uses.

Extreme care should be used to see that any acreage of sorghums for hay or forage, soybeans, rape, Sudan grass, and millet is correctly entered on NCR-114B. Sorghums for hay or forage, soybeans, rape, Sudan grass and millet will be entered in the appropriate lines as intertilled crops if such crops are not followed by a crop such as clover, timothy, or a winter cover crop; they will be entered in the appropriate lines as neutral, if followed by a crop such as timothy, clover, or a winter cover crop; and, in the case of soybeans, will be entered in item 20 or 21 if such acreage was seeded before July 1, 1937, and a good vegetative growth of such crop was incorporated into the soil as green manure by plowing or discing and was followed by a winter cover crop.

If any of the uses of land entered in NCR-114B, Section II, items 1 to 11, inclusive, were on noncropland, the acreage of such use should be encircled. NCR-113a, Section II, column (f), will show whether the land so used was noncropland. Such encircled entry should be included in the sum of the entries in column (g) for any item.

Enter in item 12 the sum of items 1 to 11, inclusive.

Before any entries are made in item 13, 14, 15, or 16, it is suggested that the definition of old conserving acreage be referred to since such definition sets forth the acreage which can be classified as old conserving. The definition of old conserving acreage is found in NCR-B-101, Tama County, as Amended, Part I.

Enter in item 13 any acreage seeded to alfalfa prior to November 1, 1936, on which acreage there was a good stand of such alfalfa on or after July 1, 1937, if such acreage otherwise satisfies the definition of old conserving acreage.

Enter in item 14 any acreage seeded to clover or timothy prior to November 1, 1936, on which acreage there was a good stand of such crop on or after July 1, 1937, if such acreage otherwise satisfies the definition of old conserving acreage.

Enter in items 15 and 16 any other acreages which satisfy the definition of old conserving acreage. Examples of such acreages are: (1), legumes, mixtures of legumes, perennial grasses, or mixtures of legumes and perennial grasses which were seeded prior to November 1, 1936, or were self-seeded in the fall of 1936, of which there is a good stand on or after July 1, 1937, and which is utilized for hay, seed, or as rotation pasture.

Enter in item 17, column (g), the sum of items 13 to 16, inclusive.

Before any entries are made in item 18, 19, 20, or 21, it is suggested that the definition of new conserving acreage

be referred to since such definition sets forth the acreage which can be classified as new conserving. The definition of new conserving acreage is found in NCR-E-101 Tama County, as Amended, Part I.

Enter in item 18 the acreage of new seeding of alfalfa if: (1), there was a good stand of such crop which would normally survive the winter on such acreage on the date as of which final inspection of the farm was made for the purpose of determining performance; (2) such alfalfa was seeded with adapted seed subsequent to October 31, 1936; (3) the nurse crop, if any, was seeded at a rate of not in excess of one-half the normal rate of seeding alone for grain; (4) the nurse crop was not cut for grain or hay; and (5) no intertilled crop was planted on such acreage and no crop other than a soil-conserving crop was harvested from such acreage.

Enter in item 19 the acreage of new seedings of clover and timothy, if: (1) There was a good stand of such crops (other than annual sweet clover) on such acreage on the date as of which final inspection of the farm was made for the purpose of determining performance; (2) such new seedings of clover and timothy were seeded with adapted seed subsequent to October 31, 1936; (3) the nurse crop, if any, was seeded at a rate not in excess of one-half the normal rate of seeding alone for grain; (4) the nurse crop was not cut for grain or hay; and (5) no intertilled crop was planted on such acreage and no crop other than a soil-conserving crop was harvested from such acreage.

Enter in items 20 and 21 any other acreages which satisfy the definition of new conserving acreage. Examples of such acreages are: (1), Trees other than fruit or nut trees, planted on cropland since January 1, 1934; (2) legumes, mixtures of legumes, perennial grasses, or mixtures of legumes and perennial grasses seeded in accordance with good farming practices between November 1, 1936, and October 31, 1937, inclusive, if such acreages meet the conditions set forth for the entries to be made in items 18 and 19; and (3), acreage upon which there has been incorporated into the soil as green manure by plowing or disking a good vegetative growth of soybeans, seeded before July 1, 1937, and followed by a winter cover crop.

If any noncropland is planted to a crop listed in NCR-B-101, Tama County, as Amended, Part III, Section 2, the acreage of such land is not to be entered in item 18, 19, 20, or 21, but will be entered in item 35.

Enter in item 22, column (g), the sum of items 18 to 21, inclusive.

Enter in items 23, 24, 25, and 26 the acreages of wheat, oats, barley, and rye, respectively, except if such crops were

used as a nurse crop seeded at a rate not in excess of one-half the normal rate of seeding alone for grain and not harvested as grain or hay. The acreage of any crop used in this manner as a nurse crop will not be entered in NCR-114B, Section II.

Enter in items 27 and 28, column (a) the names of the crops and uses which are classified as neutral and not included in items 23, 24, 25, 26, and 29, or 32 to 35 and enter in columns (b) to (f) the acreages of such crops and uses.

If any of the uses of land entered in NCR-114B, Section II, items 23 to 28, inclusive, were on noncropland, the acreage of such use should be encircled. NCR-113a, Section II, column (f), will show whether the land so used was noncropland. Such encircled entry should be included in the sum of the entries in column (g) for any item.

Enter in item 29 the acreages of all cropland fields which were idle during 1937.

Enter in item 30, column (g), the sum of items 23 to 29, inclusive.

Enter in item 31, column (g), the sum of items 12, 17, 22, and 30.

Enter in item 32, column (g), the acreage in roads, lanes, lots, yards, wasteland, woodland, etc.

Enter in item 33 the acreage of noncrop plowable pasture and noncrop plowable land used for the production of wild hay.

Enter in item 34 the entire acreage in tree fruits, nut trees, vineyards, bush fruits, and nursery stock on the farm on January 1, 1937. Any acreage planted to orchards during 1937 shall not be classified as orchards but shall be classified according to such other use as is made of such land in 1937.

Enter in item 35, the acreage of any noncropland not covered under items 32, 33, and 34, including any noncropland planted to soil-conserving crops in 1937, but excluding any noncropland entered in items 1 to 11 and 23 to 29 of this Section II.

Enter in item 36, column (g), the sum of items 32, 33, 34, and 35.

Enter in item 37, column (g), the sum of items 31 and 36.

Enter in item 38, column (g), the sum of the encircled entries in NCR-114B, Section II, items 1 to 11, inclusive, and items 23 to 28, inclusive.

Enter in item 39, column (g), the difference between item 37, column (g), and the sum of items 36 and 38, column (g). The result thus obtained should equal item 31, column (g), minus item 38, column (g).

Sec. III. Limit, Goal, and Productivity.--Enter in item 1, the intertilled crop limit. This entry will be obtained from column 27 of the Listing Sheet, NCR-106.

Enter in item 2 the soil-conserving goal. This entry will be obtained from column 34 of the Listing Sheet, NCR-106.

Enter in item 3, the productivity index for the farm. This entry will be obtained from column 16 of the Listing Sheet, NCR-106.

Sec. IV. Soil-Building Practices.--Before any entries are made in Section IV for this farm, it should be ascertained whether a Form ACP-35 should be filed for such farm and whether such ACP-35, if filed, has been duly approved. If such form has been approved, only such practices should be entered on NCR-114B as are approved on ACP-35. If an ACP-35 should be filed, but none has been filed, no entries should be made in Section IV until an ACP-35 is filed and duly approved. If no ACP-35 need be filed for such farm, enter in column (a) the names of the soil-building practices carried out. Do not enter the name of more than one practice on one line. Enter in column (b), opposite the name of the practice, the letters of the fields on which the practice in column (a) has been carried out. Enter in column (c), opposite the name of each practice, the number of such practice, using the designation indicated for such practice in NCR-B-101 Tama County, as Amended, Part IV, Section 3. For example: the seeding of adapted alfalfa (seeded alone or in mixtures with adapted perennial grasses, provided such alfalfa is seeded at the full rate of seeding alfalfa alone) would be number a-1; the seeding of bluegrass and brome grass would be numbered b-1; etc. Enter in column (d) the number of acres or units of each building practice carried out.

Entries pertaining to soil-building practices listed in NCR-B-101 Tama County, as Amended, Part IV, Section 3, subsections (g) and (h), will not be entered on NCR-114B, Section IV, unless complete and accurate information pertaining to such practices has been entered on NCR-113a in accordance with instructions contained in NCR-111 Tama County, Part IV, page 21. Only such practices should be entered on NCR-114B as have been approved by the community and county committees.

Sec. V. Miscellaneous Information.--Enter in item 1, the acreage of cropland on which one or more crops of commercial vegetables were grown in 1936. The entry for this item will be the acreage of the fields in NCR-113a, Section IV, item 1.

Sec. VI. Certifications.--After all entries on NCR-114B have been completed and reviewed, the clerk who prepared the NCR-114B should sign in the space provided therefor. After NCR-114B has been reviewed by the county committee, a member of the county committee should sign for the county committee in the space provided

therefor. At the time such persons sign in Section VI, they should insert the date of their signatures in the spaces provided therefor.

PART VII. INSTRUCTIONS FOR PREPARATION OF WEEKLY
REPORT ON STATUS AND PROGRESS OF DETER-
MINATION OF PERFORMANCE IN EACH COUNTY

Form NCR County No. 2, Weekly Progress Report of County Performance, will be used for the purpose of furnishing the State Committee with a report on the status and progress of county performance. Such information will be summarized in the State office and transmitted to the North Central Division. The data required should be compiled as accurately as possible. Form NCR County No. 2 shall be prepared in duplicate in the county office, the original of which shall be forwarded to the State Committee immediately upon completion. The copy thereof shall be retained in the county office.

The first report will be prepared as of September 3 and will indicate the status of performance as of that date. Cumulative totals for succeeding reports shall always include the data for the period for which the report is submitted. Only cumulative totals will be entered on the first report. The second NCR County No. 2 shall cover the period from September 4 to 10, inclusive, and shall be prepared after the close of business on September 10. A period shall be the week from, and including, Saturday to the close of business on the succeeding Friday. Reports will be prepared weekly for each succeeding period.

Form NCR County No. 2 shall be prepared as follows:

1. Enter the name of the county in the first blank line in the upper right-hand corner.
2. Enter the number of the report being submitted in the second blank line of the upper right-hand corner. The report submitted as of September 3 will be numbered "1"; and reports for each succeeding week will be numbered consecutively.
3. Enter the period covered by the report in the blank line following the word "Period".

Item 1. Cumulative data for item 1 may be obtained by an actual count of the number of Forms NCR-112 submitted by farm operators, or by taking the total number of entries in column (3) of the Master Office Record (Form NCR County No. 1), which will indicate in what cases Forms NCR-112 have been submitted by farm operators. Only Forms NCR-112 should be included on which the operator has requested an inspection. The data for the period may be obtained by keeping Forms NCR-112 which are received during such period separate from those

which have previously been received, or by keeping a daily cumulative record.

Item 2. Cumulative data and data for the period for item 2 shall be compiled in the same manner as set forth for item 1, except that if the Master Office Record is used, reference should be made to column 6 rather than column 5.

Item 3. In determining the number of farms for which Forms NCR-112 have been submitted, it will be necessary to separate Forms NCR-112, which have been submitted, into three groups--namely, owner-operators, share-rent operators, and share-rent landlords. An actual count should be made of the number of farms listed on Forms NCR-112 submitted by owner-operators, share-rent operators, and the number of farms listed on Forms NCR-112 which have been filed by share-rent landlords, but for which Forms NCR-112 have not been submitted by share-rent operators. Care should be taken to avoid duplication of farms for which both the share-rent operator and the share-rent landlord have filed Forms NCR-112.

Item 4. The data for cumulative total for item 4 will be obtained by multiplying the sum of the totals of column (d) and column (e) of the Farm Reporter's Comparison Record by the total of column (b) of such record. Data for the weekly period will be obtained by taking the total of the newly measured farms and the 1936 measured farms appearing in Section 3 of the Farm Reporter's Daily Report.

Item 5. Cumulative data for item 5 will be obtained by taking the total number of acceptable entries (marked ✓) in column (18) of NCR County No. 1. If any Forms NCR-113a have been returned to the community committeemen for correction, and an entry has been made in column (20) of NCR County No. 1 indicating acceptance of the corrected NCR-113a, such entry should be included in the total. Data for the weekly period will be obtained from columns (18) and (20) of NCR County No. 1, or if a daily report form is used for the community committeemen similar to the Farm Reporter's Daily Report, the data may be obtained from such form.

Item 6. Cumulative data for item 6 will be obtained by taking the total number of entries for NCR-114B made in column (31) of NCR County No. 1. The entry for the weekly period will be the number of calendar dates entered in column (31) of NCR County No. 1 which are within the period for which the NCR County No. 2 is prepared.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISIONRECEIVED
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INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER THE PROVISIONS
OF THE 1937 AGRICULTURAL CONSERVATION PROGRAM IN THE NORTH CENTRAL
REGION

(SUPPLEMENT NO. 2)

NCR-111-Suppl. 1 is hereby amended to read as follows:

1. Section II. Operator and Owner Data - The last paragraph on page 48 is amended to read as follows:

Column (d). Make no entries at this time in either item 1 or item 2, except as follows: Enter "xxx" in items 1 and 2, column (d), if such farm is a cotton farm which is share-rented or operated with the aid of sharecroppers, or if such farm is a sharecropper farm.

2. Section III. Classification and Acreages - The last paragraph on page 51 is amended to read as follows:

Enter in item 27 the acreage of cropland which was summer fallowed in accordance with the provisions of NCR-B-101, as amended, Part III, Section 3(a), item 1. Do not enter any acreage of noncropland summer fallowed, in item 27. If any acreage of cropland has been summer fallowed but has not been summer fallowed in accordance with the provisions of NCR-B-101, as amended, Part III, Section 3(a), item 1, such acreage should be classified as if it had not been summer fallowed.

3. Section III. Classification and Acreages - The first paragraph on page 52 is amended to read as follows:

Enter in item 28 the acreage devoted to commercial orchards planted prior to January 1, 1937, even though such acreage was interplanted with other crops. If any acreage of commercial orchards entered in item 28, was interplanted with other crops, a notation should be made on Form NCR-114 indicating the number of acres interplanted with other crops, and the name of the crop grown on such acreage. Acreage devoted to commercial orchards should be assigned a field letter from A to Q and the field letter should be different from that assigned to orchards other than commercial orchards.

4. Section III. Classification and Acreages - The second paragraph on page 52 is amended to read as follows:

Enter in items 29 and 30 the names of the use and acreage of cropland which will be classified as neutral and which is not included in items 27 and 28. Examples of such acreages which would be classified as neutral are: (1) acreage devoted to orchards other than

commercial orchards planted prior to January 1, 1937, even though such acreage is interplanted with other crops; (2) acreage seeded between November 1, 1936, and October 31, 1937, to crops listed in NCR-B-101, as amended, Part III, Section 2(a), items 1 to 5, inclusive, and item 7, upon which due to uncontrollable natural causes there was not a good start, and the nurse crop, if any, was seeded at a rate, not in excess of one-half the normal rate of seeding alone for grain, and such nurse crop was not harvested for grain or hay; (3) go-down crops (rye, sweet sorghum, and sudan grass) planted in sandy loam or coarser soil, in designated counties in Nebraska and South Dakota in accordance with the provisions of NCR-B-101, as amended, Part III, Section 3(a), item 6. If any acreage of orchards other than commercial orchards entered in item 29 or 30 was interplanted with other crops, a notation should be made on NCR-114 indicating the acreage which was interplanted with other crops, and the name of crops grown on such acreage. Acreage devoted to orchards other than commercial orchards should be assigned a field letter from A to Q and the field letter should be different from that assigned to commercial orchards.

5. Section III. Classification and Acreages - The eighth paragraph on page 55 is amended to read as follows:

Enter in item 38, column (g), the acreage of all noncropland (including ranch land and noncropland which has been summer fallowed) except: (1) any noncropland included in the circled entries in NCR-114, Section III, items 1 to 15, inclusive, except items 12 and 13; (2) any noncropland included in the circled entries in NCR-114, Section V; and (3) any noncropland included in NCR-114, Section III, items 34, 35, 36, and 37, column (g).

6. Section VI. Soil-Building Practices - The first paragraph on page 56 is amended by the insertion immediately preceding the last sentence of such paragraph on page 56, of the following:

If the farm is a dryland farm and one of the practices listed in NCR-B-101, as amended, Part IV, Section 13, subsection (a) or (b) has been carried out on such farm and it is determined that on the date as of which final inspection is made of the farm for the purpose of determining performance, there is a good stand of the crop applicable to such practice which, with the exception of annual sweet clover, would normally survive the winter of 1937-38, and no crop is harvested for grain or hay on such acreage in 1937, the words "good stand" should be entered immediately after the name of the practice. Such practice shall be designated by doubling the applicable letter (a) or (b) used to denote such practice in NCR-B-101, as amended. For example, in such cases practice a-1

should be designated as aa-1, and practice b-1 should be designated as bb-1.

7. Section I. Type of Farm: Diversion - The second full sentence on page 57 is amended to read as follows:

If a farm is not a field-rented tract, and the operator thereof does not own or operate any other land in the county, and the general soil-depleting base for such farm is less than 20 acres, and no cotton or final tobacco soil-depleting base was established for such farm, such farm will not be a diversion farm.

8. Section II. Operator and Owner Data - All material after the third paragraph of the instructions for this Section II on pages 58 and 59 is deleted and the following is substituted therefor:

If a farm is designated in NCR-114, section I, as a combination farm it will be necessary to execute Form NCR-114C, Supplement Number Two to the Summary of Performance, in order to determine the percentages to be entered in NCR-114, Section II, column (d). NCR-114C will be prepared in triplicate and with indelible pencil. The original and first copy of NCR-114C will be forwarded to the State office with the corresponding NCR-114 and the second copy of NCR-114C will be retained in the county office. Every precaution should be taken to insure the accuracy of the information summarized on NCR-114C.

Enter in the spaces provided in the upper right-hand corner of NCR-114C the State and county code, the work sheet number, the name of the operator, and the name of the owner. The work sheet number shall be the same as the work sheet number on the corresponding NCR-114.

Obtain entries for Section I of NCR-114C as follows:

- (1) Enter in item 1 the county rate of payment per acre for diversion from the general soil-depleting base. This rate should be taken from NCR-B-101, as Amended, Supplement No. 4.
- (2) Enter in item 2 the productivity index for the farm.
- (3) Obtain the entry for item 3 by multiplying the entry in item 1 by the entry in item 2.
- (4) Obtain the entry for item 4 by multiplying the entry in item 3 by 0.5.

- (5) Enter in item 5 the operator's share of the principal soil-depleting crop on the farm.
- (6) Obtain entries for item 6 as follows:
 - (a) Enter in the second space in item 6(a) the new conserving acreage which is rented at a rate per acre in excess of the amount in item 4, and enter in the first space in item 6(a) the rate of rental per acre for such acreage.
 - (b) Enter in the second space in item 6(b) the acreage classified as neutral under NCR-B-101, as Amended, Part III, section 3(a), item 1, which is rented at a rate per acre in excess of the amount in item 4, and enter in the first space in item 6(b) the rate of rental per acre for such acreage.
 - (c) Enter in the second space in item 6(c) the acreage classified as neutral under NCR-B-101, as Amended, Part III, section 3(a), item 3, which is rented at a rate per acre in excess of the amount in item 4, and enter in the first space in item 6(c) the rate of rental per acre for such acreage.
 - (d) Obtain the entry for item 6(d) by adding the entries in items 6(a), 6(b), and 6(c).
- (7) Obtain entries for item 7 as follows:
 - (a) Enter in the second space in item 7(a) the new conserving acreage which is share-rented or rented at a rate per acre not in excess of the amount in item 4, and enter in the first space in item 7(a) the rate of rental per acre for such acreage.
 - (b) Enter in the second space in item 7(b) the acreage classified as neutral under NCR-B-101, as Amended, Part III, section 3(a), item 1, which is share-rented or rented at a rate per acre not in excess of the amount in item 4, and enter in the first space in item 7(b) the rate of rental per acre for such acreage.

- (c) Enter in the second space in item 7(c) the acreage classified as neutral under NCR-B-101, as Amended, Part III, section 3(a), item 3 which is share-rented or rented at a rate per acre not in excess of the amount in item 4, and enter in the first space in item 7(c) the rate of rental per acre for such acreage.

Note: If the acreage entered in item 7(a), item 7(b), or item 7(c) is share-rented, no rate of rental per acre should be entered in the first space of such item.

- (d) Obtain the entry for item 7(d) by adding the entries in items 7(a), 7(b), and 7(c).
- (8) Obtain the entry for item 8 by multiplying the entry in item 5 by the entry in item 7(d).
- (9) Obtain the entry for item 9 by adding the entries in items 6(d) and 8.
- (10) Obtain the entry for item 10 by adding the entries in items 6(d) and 7(d).
- (11) Obtain the entry for item 11 by dividing the entry in item 9 by the entry in item 10 and multiplying the result by 100.
- (12) Obtain the entry for item 12 by subtracting from 100 percent the entry in item 11.

The entry in NCR-114C, item 11, will be the percentage which will be entered in NCR-114, item 1, column (d), for the operator. The entry in NCR-114C, item 12, will be the percentage which will be entered in NCR-114, item 2, column (d) for the owner.

After all entries on NCR-114C have been completed and reviewed, the clerk who prepared the NCR-114C should sign in the space provided therefor in Section II. After NCR-114C has been reviewed by the county committee, a member of the county committee should sign for the county committee in the space provided therefor in Section II. At the time such persons sign in Section II they should insert the date of their signatures in the spaces provided therefor. Each correction made on NCR-114C shall be initialed by the member of the county committee who signed such NCR-114C.

9. Preparation of NCR-114A - The last paragraph on page 59 is

amended to read as follows:

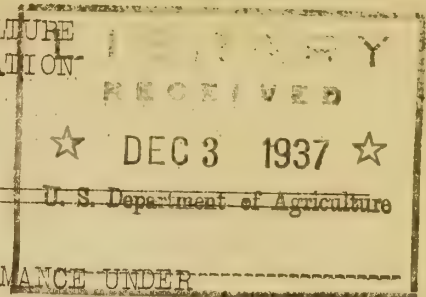
NCR-114A, section I, will be used for the purpose of determining the division of diversion and sugar beet payments on share-rented cotton farms and sharecropper farms. If more than two soil-depleting bases have been established for a farm, or if sugar beets were planted in 1937 on a farm for which more than one soil-depleting base was established, or if additional lines are required for names of sharecroppers, another sheet of NCR-114A will be used. NCR-114A, section I, should not be executed for any soil-depleting base which has been exceeded, unless the general soil-depleting base on a sharecropper farm in area "A" has been exceeded, and the corn limit for such farm has not been exceeded, and if any party to the lease or operating agreement relating to such farm owns or operates another farm or farms in the county with respect to which he is eligible to execute an application for payment, in which case, NCR-114A, section I, should be executed for the general soil-depleting base. If all soil-depleting bases for a farm have been exceeded, if no sugar beets were planted on such farms, if no soil-building practices were carried out on such farm, and if any party to the lease or operating agreement relating to such farm owns or operates any other farms in the county with respect to which he is eligible to execute an application for payment, NCR-114A, section I, should be executed for the principal soil-depleting crop on such farm.

10. Section I. Division of Diversion and Sugar Beet Payments -
The first paragraph of Section I on page 60 is amended to read as follows:

Enter in the space provided in the over-all heading of columns (b) to (k), inclusive, the name of the soil-depleting base with respect to which the division of payments is to be determined. In the case of sugar beets, enter the words "Sugar beets" and strike the words "soil-depleting base." In the case of the principal soil-depleting crop, enter the words "Principal soil-depleting crop" and strike the words "soil-depleting base."

Issued November 22, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION



INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER
THE PROVISIONS OF THE 1937 AGRICULTURAL CONSERVATION
PROGRAM IN THE NORTH CENTRAL REGION

(SUPPLEMENT NO. 3)

NCR-111-Supplement No. 1 is hereby amended as follows:

1. Section III. Classification and Acreages - The fourth paragraph on page 52 is amended to read as follows:

Enter in item 35 the acreage of noncrop plowable pasture and noncrop plowable land used for the production of wild hay. Do not enter in item 35 any acreage of noncropland used as set forth in NCR-B-101, as amended, Part III, Section 2, and any acreage of noncropland used as set forth in NCR-B-101, as amended, Part III, Section 3(a), items 3 and 5.

2. Section III. Classification and Acreages - Section III on page 55 is amended by adding at the end thereof the following:

After entries in NCR-114, Sections III, IV, and V have been made, the entry in NCR-114, Section IV, item 4, column (b) should be compared with the entry in Section III, item 42, column (g) to ascertain whether the entry in Section IV, item 4, column (b) exceeds the entry in Section III, item 42, column (g) less the sum of the entries for orchards in Section III, column (g), items 28, 29, and 30. The entry in Section IV, item 3, column (b) should be compared with the entry in Section IV, item 4, column (b) to ascertain whether the entry in Section IV, item 3, column (b) exceeds the entry in Section IV, item 4, column (b). The entry in Section IV, item 6, column (b) should be compared with the entry in Section IV, item 3, column (b) to ascertain whether the entry in Section IV, item 6, column (b), exceeds the entry in Section IV, item 3, column (b).

If after comparison of the entry in Section IV, item 4, column (b) with the entry in Section III, item 42, column (g) less the sum of the entries for orchards in Section III, column (g), items 28, 29, and 30 and after comparison of the entry in Section IV, item 3, column (b) with the entry in Section IV, item 4, column (b) and after a comparison of the entry in Section IV, item 6, column (b) with the entry in Section IV, item 3, column (b) it is found that an adjustment in one or more of such entries is necessary, the NCR-114

on which such adjustment is necessary should be separated from the forms NCR-114 which are being transmitted to the State committee.

If it is determined that an adjustment is necessary in any cotton soil-depleting base, tobacco soil-depleting base, general soil-depleting base, total soil-depleting base, or corn acreage limit, such adjustments shall be made in accordance with the procedure set forth for the adjustment of such soil-depleting bases and corn acreage limits. After the State committee has approved the adjustments in soil-depleting bases and corn acreage limits, the entries on NCR-114 shall be corrected so that such entries are in agreement with the soil-depleting bases and corn acreage limits approved by the State committee. After the State committee approved adjusted soil-depleting bases and corn acreage limits have been entered on NCR-114, the entry in Section IV, item 5, column (b) must equal the result obtained by subtracting the entry in Section IV, item 4, column (b) plus the sum of the entries for orchards in Section III, column (g), items 28, 29, and 30, from the entry in Section III, item 42, column (g). If the entry in Section IV, item 5, column (b) does not equal this result, all entries previously made should be checked until the error is corrected.

In some instances a farming unit may consist of farms located in more than one county. For example: Operator "Y" owns and operates farm I located in County "A" and also operates as a part of the same farming unit farm II located in County "B" which is share rented from landlord "Z". In such cases, the county committee for County "A" will prepare an NCR-114 for farm I and the county committee for County "B" will prepare two sets of forms NCR-114 for farm II. Both sets of forms NCR-114 prepared by the county committee in County "B" for farm II will carry the state and county code, name of minor civil division, minor civil division code and work sheet number, and aerial photo number, if any, for County "B". The words, "The farm covered by this NCR-114 is located in "B" County, and is part of a farming unit located in "A" County", shall be written at the top of both sets of forms NCR-114, shall be forwarded to County "A", and the original of the other set of such NCR-114 shall be forwarded to the State committee in the regular manner. The original of the NCR-114 for farm I located in County "A" and the original of the NCR-114 received from County "B" for farm II located in County "B" will be transmitted to the State committee by County "A" in accordance with NCR-115 and any amendments thereto. The same procedure shall be followed for farming units consisting of farms located in more than one State.

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INSTRUCTIONS RELATIVE TO DETERMINING
PERFORMANCE UNDER THE PROVISIONS OF
THE 1937 AGRICULTURAL CONSERVATION
PROGRAM IN THE NORTH CENTRAL REGION

(Supplement No. 4)

NCR-111-Supplement No. 1 is amended by the addition of the following new Part IX:

PART IX. PROCEDURE FOR SECURING COMPLETE CROP
AND ACREAGE DATA FOR DESIGNATED AERIAL
COUNTIES

General

Certain aerial counties in the North Central Region have been selected for the purpose of securing complete 1937 crop and acreage data for farms not participating in the 1937 Agricultural Conservation Program. The data to be secured, together with the data compiled for farms participating in the 1937 Program, will provide a complete record of 1937 crops and acreages.

This special project will be conducted in each of the designated counties in each State in the North Central Region by the State Committee, in cooperation with the county committee. A complete new set of photo enlargements has been ordered for such counties and will be furnished by the North Central Division and will be available for use by the farm reporters. The term "farm" as used herein in connection with nonparticipating farms means a farming unit.

The new sets of photo enlargements will be forwarded to the State offices, and the Aerial Mapping Section of the State office will orientate all such enlargements before forwarding them to the county office. The procedure set forth in NCR-State 104 and supplements thereto in the preparation of the enlargements before they are forwarded to the county office for the 1937 Agricultural Conservation Program will be followed by the Aerial Mapping Section in the State office.

The State committee will arrange for these instructions to be a part of county schools of instruction for farm reporters and committeemen who are selected for the work in connection with the execution of Forms NCR-203. In the event such schools of instruction have been held, farm reporters should be given instructions for the work set forth herein.

Instructions for Clerical Assistants before New Photographic Enlargements are Assigned to Farm Reporters

Upon receipt of the new set of aerial photographic enlargements in the county office, clerical assistants will prepare index maps and county office records in the same manner as set forth for the handling of enlargements under the 1937 Agricultural Conservation Program. The instructions relating to County Office Procedure, Aerial Measurement Counties, NCR-111, Supplement No. 1, Part VI shall be followed.

Farm boundary lines appearing on enlargements used for measuring farms participating in the 1937 Agricultural Conservation Program shall be marked on the new enlargements in the same manner and with a pencil of the same color as was used in indicating such lines on the original enlargements. It will not be necessary for field boundary lines, field letters, etc., for farms participating in the 1937 Agricultural Conservation Program to be entered at this time.

The appropriate new enlargements should be assigned to reporters who are to visit all farms in the county for the purpose of executing Forms NCR-203, Soil Management Field Report.

Instructions for Farm Reporters

Farm Boundary Lines--Farm reporters will enter on the new photographic enlargements the farm boundaries for all farms which did not participate in the 1937 Agricultural Conservation Program. Farm boundary lines will be marked in the manner set forth in the paragraph headed "Marking farm boundaries on the photo enlargement," appearing in NCR-111, Supplement No. 1, Part VI, page 42 except that a green pencil shall be used instead of a blue pencil. In the event a pencil of a color other than blue was used to indicate farm boundary lines on farms participating in the 1937 Agricultural Conservation Program, a contrasting color shall be used to mark boundaries on nonparticipating farms, in order that the two classes of farms may be easily distinguished on the enlargement.

Field Boundary Lines--Field boundary lines for nonparticipating farms shall be entered in the manner set forth in the instructions in the paragraphs headed "Marking field boundaries on the photo enlargement" and "Establishing field boundary lines not indicated on the photo enlargement," appearing in NCR-111, Supplement No. 1, Part VI, page 42 except that a blue pencil shall be used for marking such lines, or a colored pencil in contrast with the marks indicating the field boundary lines for farms participating in the 1937 Agricultural Conservation Program.

Measurements to Establish Field Boundary Lines--Where there has been a change in the 1937 field boundary lines from those shown on the aerial photographs, it will be necessary that the new field boundary lines be

determined by stepping off such new field boundaries. Sketches shall be drawn of such fields on blank sheets of paper. The distance in feet from the designated point to the new boundary line shall be entered on the sketches. Corresponding field letters shall be made on both the sketch and the enlargement so that the clerical assistant in the county office will be able to scale in the division lines of the new fields on the enlargement. Each sketch should be attached to the corresponding enlargement and so marked that it can be readily identified.

Farm Numbers and Operators' Names--Farms which did not participate under the 1937 Agricultural Conservation Program shall be numbered consecutively beginning with the number "1". Such numbers, together with the operator's name, shall be entered on the reverse side of the enlargements.

The farm number should be entered on all fields of a farm even though all of the fields of such farm are not on one photo enlargement. If such number has been assigned to a different farm on the photo enlargement required to complete the measurement of the farm, the committeeman will use the number assigned to the farm followed by that same number in parentheses and enter such number combination on the required photo enlargement. For example, if the farm number is 5, the number on the required photo enlargement will be 5(5). Enter the same number combination on the back of the required photo enlargement, together with the name of the operator.

Instructions for county offices pertaining to the disposition of photo enlargements and the procedure for the work in connection with the compilation of the crop acreage data will be issued at a later date.

Lettering Fields on Photo Enlargement--The following symbols shall be used in lettering all fields on farms not participating under the 1937 Agricultural Conservation Program to indicate the use of each field as of July 1, 1937:

Name of Crop or Use	Symbol
BARLEY, grown alone, harvested for grain	B
BEANS, Dry Edible (Field Beans)	D E B
BUCKWHEAT, grown alone	B W
CORN, (Field corn for all purposes, including sown corn, except sweet corn)	C
FLAX, grown alone	F
GRAINS, MIXED (Any mixture of wheat, oats, barley, rye, flax, emmer, buckwheat, and speltz, for grain)	M G
OATS, grown alone, harvested for grain	O
POTATOES, (Irish)	P
RYE, grown alone	R
SOYBEANS, grown alone, harvested for grain	S
SUGAR BEETS	S B
WHEAT, harvested for grain	W
BROOM CORN	B C
COTTON	CO
COWPEAS for grain	C P G
PEAS, Canning	P C
PEAS, Dry Field	D F P
SORGHUMS, GRAIN, for all purposes	G S
SORGHUMS, SWEET, for all purposes	S S
SWEET CORN	S C
TOBACCO	T
TRUCK and VEGETABLE CROPS	T V
ALFALFA cut for hay	A
CLOVER and TIMOTHY (alone or mixed), cut for hay	C T H
SWEET CLOVER cut for hay	S C H
COWPEAS cut for hay	C P H
SOYBEANS cut for hay	S H
TAME HAY, Other (including Sudan grass, grains for hay, etc.)	O T H
PRAIRIE or WILD HAY	X
ORCHARDS, All	OR
IDLE FIELDS, (not summer fallow)	I
SUMMER FALLOW Fields	S F
PLOWLAND PASTURE	Z

Where a field was planted to a crop before July 1, 1937, and such crop failed and the field was replanted to another crop prior to July 1, 1937, the farm reporter shall place on such field the symbol of the crop growing on the field as of July 1, 1937, and shall indicate on the reverse side of the enlargement, opposite the operator's name and farm number, the crop originally planted on such field. Circle the symbol of a field replanted prior to July 1, 1937, if one or more additional fields of the farm are planted to such replanted crop.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER
THE PROVISIONS OF THE 1937 AGRICULTURAL CONSERVATION
PROGRAM IN THE NORTH CENTRAL REGION.

(SUPPLEMENT NO. 5)

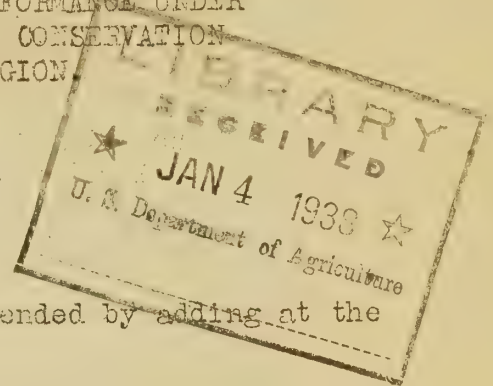
NCR-111 is hereby amended as follows:

1. NCR-111, Part II, first paragraph is amended by adding at the end thereof the following:

NCR-B-101, as Amended, provides that if the county committee fails to receive before November 1, 1937, a duly executed Request for Inspection, NCR-112, for any farm in a county, any person who is an owner, operator, or sharecropper with respect to such farm shall be ineligible to make an application for payment in such county. NCR-B-101, as Amended, further provides that any duly executed Request for Inspection, NCR-112, postmarked before November 1, 1937, will be deemed to have been received before November 1, 1937, by the county committee. If in any case a duly executed NCR-112 was not received by the county committee, and any owner, operator, or sharecropper of a farm claims that such form was delivered to the county committee before November 1, 1937, or if any owner, operator, or sharecropper of a farm claims that such form was mailed and postmarked prior to November 1, 1937, such owner, operator, or sharecropper must, in order to be eligible to make application for payment in such county, submit satisfactory written evidence to the county committee showing that a duly executed NCR-112 was delivered to the county committee before November 1, 1937, or that a duly executed NCR-112 was mailed and postmarked before November 1, 1937.

2. NCR-111, Supplement No. 3, last paragraph is amended to read as follows:

In some instances a farming unit may consist of farms located in more than one county. For example: Operator "Y" owns and operates farm I located in County "A" and also operates as a part of the same farming unit farm II located in County "B" which is share-rented from landlord "Z". In such cases, the county committee for County "A" will prepare an NCR-114 for farm I and the county committee for County "B" will prepare two sets of Forms NCR-114 for farm II. Both sets of Forms NCR-114 prepared by the county committee in County "B" for farm II will carry the State and county code, name of minor civil division, minor



civil division code and work sheet number, and aerial photo number, if any, for County "B". The words, "The farm covered by this NCR-114 is located in "B" County, and is part of a farming unit located in "A" County," shall be written at the top of both sets of Forms NCR-114, prepared for farm II by County "B". One set of such Forms NCR-114 shall be forwarded to County "A", and the original of the other set of such NCR-114 shall be forwarded to the State office in the regular manner. The original of the NCR-114 for farm I located in County "A" and the original of the NCR-114 received from County "B" for farm II located in County "B" will be transmitted to the State committee by County "A" in accordance with NCR-115 and any amendments thereto. The same procedure shall be followed for farming units consisting of farms located in more than one State.

3. NCR-111, Part VII is hereby amended by adding the following new paragraph on page 47 after the second paragraph of Part VII:

Before NCR-114 is prepared for a farm the records in the county office relative to the 1937 Cotton Price Adjustment Payment Plan should be checked to determine whether Section VIII of the NCR-113 for such farm has been properly executed. If cotton sale certificates or buyers' receipts indicate that a person other than the owner or operator of the farm covered by NCR-113 has an interest in the cotton sold from such farm, such person's name should have been entered in Section VIII of NCR-113. Where it appears from an examination of the cotton sale certificates or buyers' receipts that the cotton raised on such farm in 1937 was sold by or for a person whose name does not appear in Section VIII of NCR-113, the interest of such person in the operation of such farm in 1937 should be determined and Section VIII of NCR-113 corrected accordingly.

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INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER
THE PROVISIONS OF THE 1937 AGRICULTURAL CONSERVATION
PROGRAM IN THE NORTH CENTRAL REGION

(SUPPLEMENT NO. 6)

Supplement No. 4 to NCR-111, issued November 23, 1937, is hereby amended by adding, at the end thereof, the following:

Instructions for Clerical Assistants After New Photographic Enlargements have been Returned to County Office.

Field Boundary Lines of Participating Farms. - Upon the return of the new photographic enlargements to the county office by the farm reporters, clerical assistants will draw in the field boundary lines of farms which participated in the 1937 Agricultural Conservation Program in the same manner and with a pencil of the same color as was used in indicating such lines on the original enlargements.

Field Symbols of Participating Farms. - Instead of transferring the field letters for farms participating in the 1937 Agricultural Conservation Program which appear on the original enlargements to the new enlargements, the symbols for crop and land uses which are set forth in NCR-111, Part IX, Supplement No. 4, page 4, will be used in lieu of such original field letters. Such symbols will be entered on the new enlargements in the same manner and with a pencil of the same color as was used in entering field letters on the original enlargements. In other words, the fields on the new enlargements will be designated by the symbols used in designating crop and land uses for nonparticipating farms. This will necessitate reference to NCR-113, Section II, columns (b) and (c) and the table in NCR-111, Supplement No. 4, in order to obtain the crop or land use to which a particular field was devoted and the necessary symbol for such crop or land use.

For example, Farm 1, is operated by "X" and is comprised of fields "A", "B", and "C". It is assumed that field "A" is planted to a mixture of wheat and oats, field "B" to corn, and field "C" is idle. The clerical assistant will locate field "A" on the new enlargement and refer to NCR-113, Section II, columns (b) and (c), to determine that field "A" was planted to wheat and oats. The symbol for mixed grains (wheat and oats) will be found in the table in NCR-111, Supplement No. 4, page 4, and will be determined to be "MG". Such symbol will then be entered on the new enlargement in field "A". The same procedure will be followed in determining the symbols to be entered in fields "B" and "C".

When determining the appropriate symbols of the crop or land use to be entered on the new enlargement, the following terms should be given special consideration:

Tame Hay (other) - OTH. - Includes fields planted to lespe-deza, red top, millet, Sudan grass, vetch, small grains for hay, etc.

New Seedings - NS. - Includes fields which were seeded in 1937 to new seedings of legumes or perennial grasses which were not devoted simultaneously to another crop or land use, such as a nurse crop utilized for grain, hay or pasture. If a nurse crop was planted with a new seeding, and such nurse crop was harvested for grain, cut for hay, or pastured, it will be necessary to enter the appropriate symbol for such nurse crop or land use. For example, if alfalfa was seeded with a nurse crop of oats, and the oats were clipped and left to lie on the land, the field will be classified as being devoted to new seedings; if the oats were clipped and used for hay, the field will be classified as other tame hay; if the oats were harvested for grain, the field will be classified as oats for grain; if the oats were pastured, the field will be classified as plowland pasture.

Plowland Pasture - Z. - Includes fields which were plowable, without draining or clearing, and used exclusively for pasture in 1937.

Field Acres. - The number of acres in all fields in farms which participated in the 1937 Agricultural Conservation Program will be entered on the new enlargements immediately below the crop or land use symbol for such fields. The number of acres in each field will be obtained from NCR-113, Section II, column (d).

Farm Numbers. - The same farm numbers which were used in numbering participating farms on the original enlargements will be entered on the new enlargements in all fields of each farm in the same manner that such numbers were entered on the original enlargements.

The Summary of Complete Crop and Acreage Data, Form NCR-130.

The following entries will be made on NCR-130 in the county office:

1. Enter the State and county code in the space provided.
2. Enter the name of the minor civil division in the space provided.
3. Enter the aerial photographic number in the space provided.

4. Enter the farm number and work sheet number in the space provided.
5. Indicate whether the farm is participating or non-participating by placing an "X" in the appropriate box.
6. Enter the total acres in the farming unit in the space provided. The work done in connection with nonparticipating farms was done on the basis of farming units; therefore, in making this entry for participating farms, it will be necessary to include the total acreage of all farms contained in a farming unit which are physically located in one county. In cases where the total acreage in certain nonparticipating farming units is not available, it will be necessary to planimeter such farming units in order to obtain the correct acreage. When planimetering such farming units, care should be taken to follow the exact farming unit boundary lines with the tracing point of the planimeter.
7. Enter the names and addresses of the operator and the owner or owners in Section I.

Upon completion of the work set forth herein, the new photographic enlargements, together with Forms NCR-130, will be transmitted to the State office for planimetering the nonparticipating farms and entering the crop and land use data on NCR-130.

